

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 100 <b>Activity Number: 101</b> Effective Date: 7/1/12																								
<b>Activity:</b>																										
<b>Patch with Premix</b>		<b><u>Check Environmental BMP</u></b>																								
<b>Description and Purpose:</b>																										
Patch potholes, severe depressions, edge breakup, and breaks in roadway and shoulder surfaces using premix materials.																										
<b>Performance Guideline:</b>																										
When weather conditions do not permit a permanent patch, refer to the performance guideline for Emergency Patching, <b>Activities 111 and 116.</b>																										
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																								
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 6		<ol style="list-style-type: none"> <li>1. Place safety devices and signs.</li> <li>2. Remove surrounding broken surface.</li> <li>3. Stabilize base as needed.<sup>2</sup></li> <li>4. Square up and straighten edges as needed.</li> <li>5. Tack on vertical sides and bottom of pothole.<sup>3</sup></li> <li>6. Shovel mix into hole in layers.</li> <li>7. Compact with hand tamper, truck tire or roller.</li> <li>8. Check the finished surface for levelness. (Smoothness)</li> <li>9. Broom loose, excess material.</li> <li>10. Seal patch as needed.</li> <li>11. Remove safety devices and signs.</li> </ol> <p style="color: red; text-align: center;"><b>See Note # 9</b></p>																								
<b>Equipment Options</b>																										
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<b>Accomplishment - Cubic Yards<sup>1</sup></b>																										
<b>Notes:</b> <ol style="list-style-type: none"> <li>1. <b>Accomplishments for only asphaltic surfacing materials. If replacing base materials, report under Activity 105.</b></li> <li>2. Zippers owned by Org, shall be reported on Crew Work Report. Report as Purchased Equipment - PE 86.</li> <li>3. When U.P.M. is used, tacking is not required.</li> <li>4. When Material Code 02A - AC Plant Mix (Cold) is used report as <b>Activity 101-A.</b></li> <li>5. When Material Code 03A - AC Plant Mix-Hot (CIP) is used report as <b>Activity 101-B.</b></li> <li>6. When Material Code 04A - UPM Patching Matr'l (Bulk) is used report as <b>Activity 101-C.</b></li> <li>7. When Material Code 10A -Patching Matr'l (Other) is used report as <b>Activity 101-D.</b></li> <li>8. When Material Code 11A -UPM Patching Matr'l (BAG) is used report as <b>Activity 101-E.</b></li> <li>9. <b>For proper cleaning procedures of the Oil Distributor / Boot Truck, contact the Office of Environmental Services for guidance.</b></li> </ol>																										

Arizona Department of Transportation		Program Number: 100																											
ITD - Highway Maintenance		Activity Number: 102																											
Performance Guideline - PeCoS (JSA)		Effective Date: 7/1/12																											
Activity:																													
Level with Premix		Check Environmental BMP																											
Description and Purpose:																													
The application of a premix leveling course to badly distorted and rutted areas of the pavement and shoulder. Limited to \$ 193,000 per project																													
Performance Guideline:																													
When weather conditions do not permit a permanent patch, refer to the performance guideline for Emergency Patching, Activity 111.																													
<ol style="list-style-type: none"> <li>1. Schedule seal coat at least one month after completion to allow curing.</li> <li>2. Coordinate with regional traffic engineer to avoid covering recently painted stripe and allow for restriping schedule.</li> </ol>																													
Statewide Average Crew Size		Work Method																											
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4 Average Crew Size: 7		<ol style="list-style-type: none"> <li>1. Mark approximate limits of area to be patched including estimate of Matr'l qty.</li> <li>2. Place safety devices and signs.</li> <li>3. Sweep surface area if required.</li> <li>4. Apply tack coat.</li> <li>5. Spot dump premix from trucks.</li> <li>6. Spread the premix, make sure the surface is level, and taper new material to match existing pavement.</li> <li>7. Roll material.</li> <li>8. Sweep area if necessary.</li> <li>9. Install temporary centerline and lane striping.</li> <li>10. Remove safety devices and signs.</li> </ol>																											
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<ol style="list-style-type: none"> <li>1. Surface activity #'s can be used on Crew Work Reports as Job Numbers for tracking purposes.</li> <li>2. For proper cleaning procedures of the Oil Distributor / Boot Truck, contact the Office of Environmental Services for guidance.</li> </ol>																													

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<b>Activity:</b>																										
<b>Fill Cracks</b>		<b><u>Check Environmental BMP</u></b>																								
<b>Description and Purpose:</b>																										
Clean and fill cracks in bituminous pavement to prevent passage of water through the pavement and into the base or subgrade.																										
<b>Performance Guideline:</b>																										
Clean and fill when cracks are open widest if possible.																										
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																								
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 6		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Blow cracks clean with air compressor if necessary.</li> <li>Fill cracks with filler to appropriate height.</li> <li>Cover crack lightly with sand to prevent tracking.</li> <li>Broom loose, excess material if needed.</li> <li>Remove safety devices and signs.</li> </ol> <p><b>See Note # 1</b></p>																								
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<b>Accomplishment - Gallons</b>																										
<b>Notes:</b>  <ol style="list-style-type: none"> <li><b>For proper cleaning procedures of the Oil Distributor / Boot Truck, contact the Office of Environmental Services for guidance.</b></li> </ol>																										

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<b>Activity:</b>																														
<b>Sand Seal Coat (Major)</b>		<u><b>Check Environmental BMP</b></u>																												
<b>Description and Purpose:</b>																														
Full-surface treatment on continuous sections of bituminous pavement with one application of liquid asphalt and cover material to seal and restore surface life, flexibility, and skid resistance. Limited to \$ 193,000 per project.																														
<b>Performance Guideline:</b>																														
Section of surface to be treated must be large enough to utilize at least twenty-one tons of liquid asphalt spread by the supplier. The work shall be done in accordance with the <a href="#">ADOT Standard Specifications for Road and Bridge Construction-2008.</a>																														
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																												
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 17		<ol style="list-style-type: none"> <li>1. Stockpile material as needed.</li> <li>2. Place safety signs and devices.</li> <li>3. Provide pilot car to control traffic speed.</li> <li>4. Apply emulsion to one lane at a time.</li> <li>5. Apply cover material with mechanical spreader.</li> <li>6. Roll sealed area.</li> <li>7. Remove excess cover material by sweeping.</li> <li>8. Install temporary centerline and lane striping and "No Centerline" signs as needed.</li> <li>9. Remove safety signs and devices.</li> </ol>																												
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<b>Accomplishment - 12' Lane Miles</b>																														
<b>Notes:</b>  <div style="text-align: center;">N/A</div>																														

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<b>Activity:</b>																															
<b>Replace Surface / Base</b>		<u><b>Check Environmental BMP</b></u>																													
<b>Description and Purpose:</b>																															
The removal and replacement of badly cracked and broken asphalt surface and deteriorated base with new material.																															
<b>Performance Guideline:</b>																															
Material shall be removed a minimum depth of 4" and a minimum thickness of 2" asphaltic premix surface material should be used. The base shall be replaced when unstable.																															
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<ol style="list-style-type: none"> <li>1. Accomplishments include both base material and asphaltic material.</li> <li>2. <b>For proper cleaning procedures of the Oil Distributor / Boot Truck, contact the Office of Environmental Services for guidance.</b></li> </ol>																															

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 100 Activity Number: <b>106</b> Effective Date: 7/1/12
<b>Activity:</b>		
<b>Chip Seal Coat (Major)</b>		<u>Check Environmental BMP</u>
<b>Description and Purpose:</b>		
Full-surface treatment on continuous sections of bituminous pavement with one application of liquid asphalt and cover material to seal and restore surface life, flexibility and skid resistance. Limited to \$193,000 per project		
<b>Performance Guideline:</b>		
Section of surface to be treated must be large enough to utilize at least twenty-one tons of liquid asphalt spread by the supplier. The work shall be done in accordance with the <a href="#">ADOT Standard Specifications for Road and Bridge Construction-2008</a>		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 17		<ol style="list-style-type: none"> <li>1. Stockpile material as needed.</li> <li>2. Place safety signs and devices.</li> <li>3. Provide pilot car to control traffic speed.</li> <li>4. Apply emulsion to one lane at a time.</li> <li>5. Apply cover material with mechanical spreader.</li> <li>6. Roll sealed area.</li> <li>7. Remove excess cover material by sweeping.</li> <li>8. Install temporary centerline and lane striping, and "No Centerline" signs as needed.</li> </ol>
<b>Equipment Options</b>		
Code	Description	
01	Pickup	
02/03/04	Truck	
11	Loader	
21/22	Broom	
50	Water Tank	
51/52	Trailer	
56	Arrow / Message board	
57	Attenuator w/Arrowboard	
65	Spreader	
68	Roller, SP (Pneumatic only)	
<b>Material Options</b>		
Code	Description	Code Description
09B	Emulsified Asphalt (CIP)	21B Polymerized Cationic Emul-CRS-2P (CIP)
09M	Chips	23F Fence, Silt (Filter Fabric)
11D	Wattles	24T Temp. Pavement Markers (TABS)
12D	Stakes	93L Sand Bags
20B	Polymerized Cationic Emul-CRS-2P	ORPMC Recessed Pavement Marker Covers
<b>Accomplishment - 12" Lane Miles</b>		
<b>Notes:</b>		
N/A		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 100 Activity Number: <b>107</b> Effective Date: 7/1/12
<b>Activity:</b>		
<b>Seal Coat (Minor)</b>		<u><b>Check Environmental BMP</b></u>
<b>Description and Purpose:</b>		
Full-surface treatment on short sections of bituminous pavement with one application of liquid asphalt and cover material to seal and restore surface life, flexibility, and skid resistance. Limited to \$193,000 per project.		
<b>Performance Guideline:</b>		
When asphalt is applied using state equipment, arrangements should be made for enough distributors for continuous operation. The work shall be done in accordance with <a href="#">ADOT Standard Specifications for Road and Bridge Construction-2008</a>		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 12		<ol style="list-style-type: none"> <li>1. Stockpile material as needed</li> <li>2. Place safety signs and devices.</li> <li>3. Provide pilot car to control traffic speed.</li> <li>4. Apply emulsion one lane at a time.</li> <li>5. Apply cover material using mechanical spreader.</li> <li>6. Roll sealed area.</li> <li>7. Remove excess cover material by sweeping.</li> <li>8. Install temporary centerline and lane striping and "No Centerline" signs as needed.</li> <li>9. Remove safety signs and devices.</li> </ol> <p><b>See Note # 1</b></p>
<b>Equipment Options</b>		
Code	Description	
01	Pickup	
02/03/04	Truck	
11	Loader	
21	Broom	
42	Spreader	
52	Trailer, Large	
56	Arrow / Message board	
57	Attenuator w/ Arrowboard	
60/65	Chip Spreader	
61/62	Oil Distributor / Distributor Truck	
68	Roller SP (Pneumatic only)	
<b>Material Options</b>		
Code	Description	Code Description
03/04M	Sand	16B PASS OIL (DILUTE)
05B	Emulsified Asphalt	17B PASS (CIP)
09B	Emulsified Asphalt (CIP)	20B Polymerized Cationic Emul-CRS-2P
09M	Chips	21B Polymerized Cationic Emul-CRS-2P (CIP)
11D	Wattles	23F Fence, Silt (Filter Fabric)
11M	Cinders (Fine)	24T Temp. Pavement Markers (TABS)
12D	Stakes	93L Sand Bags
15B	PASS	ORPMC Recessed Pavement Marker Covers
<b>Accomplishment - Tenths of a Mile</b>		
<b>Notes:</b>		
1. For proper cleaning procedures of the Oil Distributor / Boot Truck, contact the Office of Environmental Services for guidance.		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 100 Activity Number: <b>108</b> Effective Date: 7/1/12
Activity:		
Flush Coat		<b><u>Check Environmental BMP</u></b>
Description and Purpose:		
Apply emulsified petroleum resin or emulsified asphalt to continuous sections of asphaltic concrete as a flush coat to rejuvenate aged asphalt and retard surface deterioration.		
Performance Guideline:		
The work shall be done in accordance with <a href="#">ADOT Standard Specifications for Road and Bridge Construction-2008</a>		
Statewide Average Crew Size		Work Method
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 9		<ol style="list-style-type: none"> <li>1. Stockpile material as needed.</li> <li>2. Place traffic control signs and devices.</li> <li>3. Provide pilot truck to control traffic speed.</li> <li>4. Apply emulsified petroleum resin to one lane at a time.</li> <li>5. Apply blotter material prior to opening roadway to traffic.</li> <li>6. Remove traffic control signs and devices.</li> </ol> <p><b>See Note # 1</b></p>
Equipment Options		
Code	Description	
01	Pickup	
02/03/04	Truck	
11	Loader	
21	Broom	
42	Spreader	
52	Trailer, Large	
56	Arrow / Message board	
57	Attenuator w/ Arrowboard	
61/62	Oil Distributor / Distributor Truck	
Material Options		
Code	Description	Code Description
03/04M	Sand	16B PASS OIL (DILUTE)
08M	Blotter Material	<b>18B PASS OIL, DILUTE (CIP)</b>
09B	Emulsified Asphalt (CIP)	20B Polymerized Cationic Emul-CRS-2P
10B	Emulsified Petrol Resin (CIP)	21B Polymerized Cationic Emul-CRS-2P (CIP)
11D	Wattles	23F Fence, Silt (Filter Fabric)
11M	Cinders (Fine)	24T Temp. Pavement Markers (TABS)
12D	Stakes	93L Sand Bags
<b>15B PASS</b>		ORPMC Recessed Pavement Marker Covers
Accomplishment - 12' Lane Miles		
Notes:		
1. For proper cleaning procedures of the Oil Distributor / Boot Truck, contact the Office of Environmental Services for guidance.		



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 100 Activity Number: <b>109</b> Effective Date: 7/1/12																																
<b>Activity:</b>																																		
<b>Spot Flush / Seal Coat</b>		<b><u>Check Environmental BMP</u></b>																																
<b>Description and Purpose:</b>																																		
Apply emulsified petroleum resin or emulsified asphalt to continuous sections of asphaltic concrete as a flush coat to rejuvenate aged asphalt and retard surface deterioration. Apply liquid asphalt and cover material to seal and restore surface life.																																		
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<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 7		<ol style="list-style-type: none"> <li>1. Stockpile material as needed.</li> <li>2. Place traffic control signs and devices.</li> <li>3. Sweep area to be treated.</li> <li>4. Apply emulsion to designated area.</li> <li>5. Apply blotter/cover material prior to opening roadway to traffic.</li> <li>6. Remove excess blotter material by sweeping or roll cover material.</li> <li>7. Remove traffic control signs and devices.</li> </ol> <p style="text-align: center; color: red; margin-top: 20px;"><b>See Note # 2</b></p>																																
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<b>Accomplishment - Gallons</b>																																		
<b>Notes:</b>																																		
<ol style="list-style-type: none"> <li>1. If flushing shoulder edge, use <b>Activity 135</b>.</li> <li>2. <b>For proper cleaning procedures of the Oil Distributor / Boot Truck, contact the Office of Environmental Services for guidance.</b></li> </ol>																																		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 100 Activity Number: <b>111</b> Effective Date: <b>7/1/12</b>															
<b>Activity:</b>																	
<b>Emergency Patch With Bulk Premix</b>		<b><u>Check Environmental BMP</u></b>															
<b>Description and Purpose:</b>																	
Make temporary repairs to roadway surface using patching material to eliminate hazardous condition until permanent repair can be made.																	
<b>Performance Guideline:</b>																	
This activity shall be performed when a permanent patch cannot be made due to weather.																	
<b>Statewide Average Crew Size</b>		<b>Work Method</b>															
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 4		1. Place safety devices and signs. 2. Place patching material. 3. Compact with truck or hand tamper. 4. Remove safety devices and signs.  <b>See Note # 8</b>															
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Code	Description	Code Description															
01A	AC Field Mix	05A C.R.F./E.C.S.															
01M	Aggregate	05B Emulsified Asphalt															
02A	AC Plant Mix (Cold) <sup>3</sup>	11D Wattles															
02M	Aggregate	12D Stakes															
03A	AC Plant Mix-Hot (CIP) <sup>4</sup>	23F Fence, Silt (Filter Fabric)															
04A	UPM Patching (Bulk) <sup>5</sup>	93L Sand Bags															
<b>Accomplishment - Cubic Yards</b>																	
<b>Notes:</b>																	
1. Accomplishment includes both base material & asphaltic surfacing material. 2. When UPM. is used, tacking is not required. 3. When Material Code 02A - AC Plant Mix (Cold) is used report as <b>Activity 111-A.</b> 4. When Material Code 03A - AC Plant Mix-Hot (CIP) is used report as <b>Activity 111-B.</b> 5. When Material Code 04A UPM Patching Matr'l (Bulk) is used report as <b>Activity 111-C.</b> <b>8. For proper cleaning procedures of the Oil Distributor / Boot Truck, contact the Office of Environmental Services for guidance.</b>																	

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 100 Activity Number: <b>112</b> Effective Date: <b>7/1/12</b>																								
<b>Activity:</b>																										
<b>Tight Blading</b>		<b><u>Check Environmental BMP</u></b>																								
<b>Description and Purpose:</b>																										
The application of premix with a blade to fill ruts and raveling in asphaltic pavement and/or ACFC finishing course. (1-1/2 inches deep or less)																										
<b>Performance Guideline:</b>																										
Schedule seal coat at least one month after completion to allow to cure and to get additional traffic compaction. <b>Should</b> be coordinated with the District Traffic Engineer to avoid covering recently painted stripe and allow for restriping schedule.																										
<b>Statewide Average Crew Size</b>	<b>Work Method</b>																									
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 7	<ol style="list-style-type: none"> <li>1. Stockpile material as needed.</li> <li>2. Place safety devices and signs.</li> <li>3. Mark approximate limits of area be patched.</li> <li>4. Sweep surface area if required.</li> <li>5. Apply tack coat.</li> <li>6. Spot dump premix from trucks.</li> <li>7. Spread the premix, making sure the surface is level, and feather new material to match existing pavement.</li> <li>8. Roll material</li> <li>9. Install temporary centerline and lane striping.</li> </ol> <p style="color: red; text-align: center;"><b>See Note # 1</b></p>																									
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Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 100 Activity Number: <b>113</b> Effective Date: 7/1/12																		
Activity:																				
<b>Seal Cracks With Asphalt Rubber Sealant</b>		<a href="#">Check Environmental BMP</a>																		
Description and Purpose:																				
Rout and/or clean 1/4" or greater expansion or working cracks and seal in AC or PCC pavements to prevent the passage of water through the surface crack into the pavement structure or sub-grade. Cracks greater than 1.5" should not be sealed with asphalt rubber sealant.																				
Performance Guideline:																				
<p><b>Routing:</b> Cracks shall be routed to remove unstable, loose or deteriorated pavement so the integrity of the crack edges are sound. Cracks should be routed between 5/8" to 1" in depth and backer rod can be used to save on sealant material if cracks are excessively deep. Sealant shall be placed entirely within the crack and filled level with the pavement surface.</p> <p><b>Non-Routed:</b> Cracks which have an average clear opening of greater than 3/8" and are determined to be expansion or working cracks shall be filled. Cracks shall be cleaned thoroughly to help ensure a good bond to the edge of the cracks. Sealant shall be placed entirely in the crack with band width not to exceed 2" maximum width level with pavement surface.</p> <p><b>PCC Sealing:</b> When replacing seal in PCC remove old seal and clean joint thoroughly to ensure new sealant bonds to both sides of the slabs.</p>																				
Statewide Average Crew Size		Work Method																		
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 8		<ol style="list-style-type: none"> <li>1. Determine if cracks are appropriate for sealing. (Expansion or working crack)</li> <li>2. Place Safety devices and signs</li> <li>3. Cracks can be routed or clean old seal out of PCC.</li> <li>4. Clean crack with high pressure air or blower.</li> <li>5. Place backer rod if appropriate in deep wide cracks.</li> <li>6. Fill cracks level with surface of pavement.</li> <li>7. May squeegee if appropriate. Ensure band does not exceed 2".</li> <li>8. Clean work area of excess material.</li> <li>9. Remove safety devices and signs.</li> </ol>																		
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Accomplishment - Pounds																				
Notes:																				
<ol style="list-style-type: none"> <li>1. Sealing bridge deck and approach slab joints will be charged to <b>Activity 1605</b>.</li> <li>2. Use Expenditure Tab to record Landfill and Dump Fees.</li> </ol>																				

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 100 Activity Number: <b>114</b> Effective Date: 7/1/12																						
<b>Activity:</b>																								
<b>Repair / Replace Portland Cement Concrete Pavement</b>		<u><b>Check Environmental BMP</b></u>																						
<b>Description and Purpose:</b>																								
Remove and replace badly deteriorated or broken PCC. pavement areas to full depth.																								
<b>Performance Guideline:</b>																								
Slabs to be replaced shall be excavated full depth and the subgrade shall be compacted.																								
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																						
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 8		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Remove broken slab after saw cutting.</li> <li>Grade and compact subgrade.</li> <li>Place Asphaltic Concrete material or PCCP. If Asphaltic Concrete is used, place in 4" compacted lifts or less.</li> <li>Check finished surface for levelness.</li> <li>Clean area of loose or excess material.</li> <li>Remove safety devices and signs.</li> </ol>																						
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Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 100 Activity Number: <b>115</b> Effective Date: <b>7/1/12</b>																
<b>Activity:</b>																		
<b>Spall Repair of Portland Cement Concrete Pavement</b>		<b><u>Check Environmental BMP</u></b>																
<b>Description and Purpose:</b>																		
Repair badly deteriorated or broken PCC. pavement areas.																		
<b>Performance Guideline:</b>																		
Area to be repaired shall be excavated, remove all loose material and square up the area.																		
<b>Statewide Average Crew Size</b>	<b>Work Method</b>																	
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 6	<ol style="list-style-type: none"> <li>1. Place safety devices and signs.</li> <li>2. Remove surrounding broken surface after saw cutting.</li> <li>3. Grade and compact subgrade.</li> <li>4. Check finished surface for levelness.</li> <li>5. Clean area of loose or excess material.</li> <li>6. Remove safety devices and signs.</li> </ol>																	
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<b>Accomplishment - Gallons</b>																		
<b>Notes:</b>  <div style="margin-left: 40px;">1. Repairing bridge decks and approach slabs shall be reported under <b>Activity 1605</b>.</div>																		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 100 Activity Number: <b>116</b> Effective Date: <b>7/1/12</b>										
<b>Activity:</b>												
<b>Emergency Patch With Specialized Material / Bag Premix</b>		<b><u>Check Environmental BMP</u></b>										
<b>Description and Purpose:</b>												
Make temporary repairs to roadway surface using specialized patching material to eliminate hazardous condition until permanent repair can be made.												
<b>Performance Guideline:</b>												
This activity shall be performed when a permanent patch cannot be made due to weather.												
<b>Statewide Average Crew Size</b>		<b>Work Method</b>										
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 4		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Place patching material.<sup>2</sup></li> <li>Compact with truck or hand tamper.</li> <li>Remove safety devices and signs.</li> </ol>										
<b>Equipment Options</b>												
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10A	Patching Material (Other)											
11A	UPM Patching (Bag)											
<b>Accomplishment - Pounds</b>												
<b>Notes:</b> <ol style="list-style-type: none"> <li>When Material Code 08A - Concrete Epoxy is used report as <b>Activity 116-A.</b></li> <li>When Material Code 10A - Patching Material (Other) is used report as <b>Activity 116-B.</b></li> <li>When Material Code 11A - UPM Patching Matr'l (BAG) is used report as <b>Activity 116-C.</b></li> </ol>												

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 100 Activity Number: <b>119</b> Effective Date: 7/1/12
<b>Activity:</b>		
<b>Other Paved Surface Maintenance</b>		<b><u>Check Environmental BMP</u></b>
<b>Description and Purpose:</b>		
N/A		
<b>Performance Guideline:</b>		
This activity shall be used only for surface and surface related work which can not be reasonably performed as <b>Activities 101 through 116</b> . Proper safety devices and signs shall be used in every case.		
The following suffix letters shall be used:		
<ul style="list-style-type: none"> <li>E. Surface Replacement - Plus / Minus 1" (Grinder)</li> <li>F. Removal of Excess Asphaltic Concrete in Distorted Pavement. (Blade, Zipper, etc)</li> <li>H. Maintenance of Paved Turnouts and Crossovers.</li> <li>K. Traffic Control for MAINTENANCE CONTRACTS. (Not to be Used if Contract INCLUDES State Traffic Control Forces-See Program 910 Contract Activities)</li> <li>L. Crack Sealing PCCP with Sealant other than Rubber.</li> </ul>		
Full days of equipment or material preparation for surface maintenance as required, shall be charged to the appropriate activity with suffix letter as assigned on that Activity.		
<b>Material Options</b>		
Code	Description	Code Description
03D	Gabion (Rock Baskets All Sizes)	12D Stakes
05D	Rip Rap Wire	23F Fence, Silt
07M	Stone (Rip Rap, etc.)	93L Sand Bags
11D	Wattle	
<b>Equipment Options</b>		
Code	Description	
	Varies	
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>Temporary center line and lane striping shall be installed in all cases where original striping was obliterated.</li> <li>Contract and surface activity #'s can be used on Crew Work Reports as Job Numbers for tracking purposes.</li> </ol>		



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 120 Activity Number: <b>121</b> Effective Date: <b>7/1/12</b>
Activity:		
Blade Unpaved Roads		<b><u>Check Environmental BMP</u></b>
Description and Purpose:		
Grade unpaved roads, including frontage roads, to restore proper shape, smoothness and drainage. This activity includes forming or reforming of drainage gutters, removal of berms, and placement of cut material on the roadway.		
Performance Guideline:		
Grading is best performed after rain or when surface materials are moist to insure proper compaction.		
Statewide Average Crew Size		Work Method
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		<ol style="list-style-type: none"> <li>Place safety devices and signs as needed.</li> <li>Revolving amber beacon should be in operation and a "Slow Moving Vehicle" emblem attached.</li> <li>Grade up and windrow material toward the center of the road.</li> <li>Smooth and place windrowed material to original grade and crown.</li> <li>Remove safety devices and signs.</li> </ol>
Equipment Options		
Code	Description	
01	Pickup <sup>3</sup>	
02/03/04	Truck	
05	Tractor	
10	Grader	
50	Water Tank	
52	Trailer, Large	
Material Options		
Code	Description	
	N/A	
<b>Accomplishment - Road Miles Bladed <sup>4</sup></b>		
Notes:		
<ol style="list-style-type: none"> <li>BLADING all other miscellaneous roads shall be reported as <b>Activity 121-A</b>.</li> <li>Spot-Blading of unpaved roads shall be reported as <b>Activity 121-B</b>.</li> <li>If required for travel between job site and maintenance yard.</li> <li>One (1) Road Mile = Full width of unpaved road one mile long.</li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 120 Activity Number: <b>122</b> Effective Date: <b>7/1/12</b>																		
Activity:																				
<div style="text-align: center;"><b>Spot Recondition Unpaved Roads</b></div>																				
Description and Purpose:																				
Add similar or improved material to unpaved roadway surface to restore grade, crown and ride characteristics.																				
Performance Guideline:																				
Use moist material when possible to achieve proper compaction.																				
Statewide Average Crew Size		Work Method																		
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 6		<ol style="list-style-type: none"> <li>1. Place safety devices and signs.</li> <li>2. Excavate and prepare area as needed</li> <li>3. Break up, gather, load, and haul material from material site.</li> <li>4. Spread material at job site.</li> <li>5. Shape with grader.</li> <li>6. Compact with roller or trucks while hauling.</li> <li>7. Remove safety devices and signs.</li> </ol>																		
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33L	Soil Stabilizers - Liquid																			
<div style="text-align: center;"><b>Accomplishment - Cubic Yards</b></div>																				
Notes:																				
<ol style="list-style-type: none"> <li>1. Spot reconditioning of miscellaneous unpaved roads shall be scheduled and reported as <b>Activity 122-B</b>.</li> </ol>																				

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 120 Activity Number: <b>123</b> Effective Date: <b>7/1/12</b>
Activity:			
Soil Stabilization Unpaved Roads		<u>Check Environmental BMP</u>	
Description and Purpose:			
<b>WORK METHOD A</b> , Apply polymeric / acrylic soil stabilizer to reinforce soil characteristics for proper shape, dust control and maintenance of unpaved surface treatment. <b>WORK METHOD B</b> , Apply magnesium chloride soil stabilizers to promote compaction and dust control on dirt or gravel roads.			
Performance Guideline:			
Apply acrylic/polymeric soil stabilizer to unpaved surface by spraying with water tenders, prewet with surfactant water, blade and reshape eroded areas then apply soil stabilizer and compact with roller. ( <b>WORK METHOD A</b> )  Apply mag chloride at recommended rate for dust control or compaction on gravel or dirt roads, do not exceed 300 gallons per lane mile per day. ( <b>WORK METHOD B</b> )			
Statewide Average Crew Size		Work Method	
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 6		<b>WORK METHOD A: POLYMERS</b> 1. Place safety devices and signs. 2. Load tank with water, add surfactant. 3. Apply on road. 4. Load tank with water/ add stabilizer. 5. Apply at labeled rate, avoid over spray onto roadway or traffic signs. 6. When shadow driver is used , vehicle must remain within 200 ft. 7. Wait for roadway to cure or dry out before traffic can safely drive normal traffic speeds. 8. Remove safety devices and signs. 9. Flush tank, valves & nozzles immediately. 10. Wash vehicles immediately after use.  <b>WORK METHOD B: MAG CHLORIDE</b> 1. Wear personal protective equipment. 2. Load tank with MGL2. Avoid contact with MGL2 to eyes when loading. 3. Place safety devices and signs. 4. Apply on road at recommended rate. Spray at lowest effective pressure to avoid drift. 5. Remove safety devices and signs. 6. Wash vehicles immediately after use. 7. Flush tank, valves & nozzles immediately.	
Equipment Options			
Code	Description		
01	Pickup		
02/03/04	Truck		
10	Grader		
11	Loader		
50	Water tank		
52	Trailer, Large		
68	Roller		
78	Forklift		
Material Options			
Code	Description		
33L	Soil Stabilizer- Liquid		
20X	Magnesium Chloride-Liquid		
0H20	Roadway Water		
Accomplishment - Gallons			
Notes:			
1. When reporting Work Method B, contact Office of Environmental Services for guidance.			

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 120 Activity Number: <b>124</b> Effective Date: <b>7/1/12</b>														
Activity:																
Dust Control {NEW}		<u>Check Environmental BMP</u>														
Description and Purpose:																
Apply water to reinforce soil characteristics for dust control and maintenance of unpaved surfaces, stockpiles, etc.																
Performance Guideline:																
Apply a sufficient amount of water to settle dust or form a crust																
Statewide Average Crew Size		Work Method														
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		1. Apply water as needed to control dust on shoulders, parking lots, stockpiles, etc. 2. Dust Control Permit and Daily Record keeping log for water usage. <sup>1</sup>														
Equipment Options																
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OH20	Roadway Water															
Accomplishment - Gallons																
Notes: 1. Applies to Maricopa County Rule 310																

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 130 Activity Number: <b>131</b> Effective Date: <b>7/1/12</b>																
<b>Activity:</b>																		
<b>Blade Unpaved Shoulders</b>		<u><b>Check Environmental BMP</b></u>																
<b>Description and Purpose:</b>																		
Blade and reshape shoulders & drainage ditches including fill & cut sections, if necessary, to correct pavement drop-off, rutting of shoulders, build-up of shoulder material, and to restore a smooth, safe surface with proper drainage. <sup>1</sup> Restore vegetation by seeding and water as necessary to insure seed growth.																		
<b>Performance Guideline:</b>																		
Grading is best performed when shoulder material is moist to insure maximum workability of material.																		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 3		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Remove delineators if required.</li> <li>Blade shoulder as required.</li> <li>Second pass, distribute material along shoulder.</li> <li>Third and fourth passes, smooth material to original grade and slope, as needed.</li> <li>Sweep area as required.</li> <li>Replace and repair delineators, if required.</li> <li>Seed as required.</li> <li>Coordinate with your <b>District Environmental Coordinator</b>.</li> <li>Remove safety devices and signs.</li> </ol>																
<b>Equipment Options</b>																		
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31T	360 ° PVC Delinator / Yellow																	
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<b>Accomplishment - Shoulder Miles</b>																		
<b>Notes:</b> <ol style="list-style-type: none"> <li>If more than <b>5 acre</b>, a NPDES permit is required. Contact your <b>District Environmental Coordinator</b>. Storm Water Pollution Prevention Plan (SWPPP) <b>should</b> be in place.</li> <li>One shoulder mile = one mile of shoulder on one side of a roadway.  <b>FORMULA: (Swath = 12' ; Width x Shldr Lane/43,560 ft = 1 shoulder mile )</b></li> <li>If drainage ditches require cleaning of cut section, schedule work as <b>Activity 1603</b>.</li> <li>Water truck may be used, if work cannot be scheduled when natural moisture is present.</li> </ol>																		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 130 Activity Number: <b>132</b> Effective Date: <b>7/1/12</b>																																		
<b>Activity:</b>																																				
<b>Repair / Remove Shoulders</b>		<u><b>Check Environmental BMP</b></u>																																		
<b>Description and Purpose:</b>																																				
Add or remove material to shoulder and slope to eliminate pavement drop-off, rutted or eroded conditions.																																				
<b>Performance Guideline:</b>																																				
This activity should be scheduled before rutting along the edge of the pavement effects the integrity of the roadway or when slope erosion, if left unrepaired, will deteriorate into major damage. Scheduling shall become "emergency" for washouts which require immediate attention.																																				
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																																		
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 7		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Remove delineators if required.</li> <li>Place additional material on shoulder and slope.</li> <li>Shape and smooth material to original configuration.</li> <li>Compact material.</li> <li>Sweep area as required. <sup>2</sup></li> <li>Replace and repair delineators, if required.</li> <li>Seed as needed.</li> <li>Coordinate with your <b>District Environmental Coordinator</b>.</li> <li>Remove safety devices and signs.</li> </ol>																																		
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<b>Accomplishment - Cubic Yards</b>																																				
<b>Notes:</b> <ol style="list-style-type: none"> <li>Sweeping not done on the same day shall be reported on <b>Activity 132-C</b>.</li> <li>Extend deteriorated shoulders and pave with cold mix or salvaged AC pavement</li> </ol>																																				

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 130 Activity Number: <b>133</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Repair Shoulders Behind Guardrail</b>		<u><b>Check Environmental BMP</b></u>
<b>Description and Purpose:</b>		
Add or remove material to shoulder and slope to eliminate pavement drop-off, rutted or eroded conditions behind guardrail.		
<b>Performance Guideline:</b>		
This activity should be scheduled before rutting effects the integrity of the pavement, surrounding guardrail; or when slope erosion, if not repaired, will deteriorate into major damage.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 7		1. Place safety devices and signs. 2. Remove delineators if required. 3. Place additional material on shoulder and slope. 4. Shape and smooth material to original configuration. 5. Sweep area as needed. 6. Replace and repair delineators, if required. 7. Remove safety devices and signs.
<b>Equipment Options</b>		
Code	Description	
02/03/04	Truck	
11	Loader	
13	Dozer	
21	Broom	
42	Spreader	
56	Arrow / Messageboard	
61	Oil Distributor	
62	Distributor Truck	
<b>Material Options</b>		
Code	Description	Code Description
01A	AC Field Mix	16B PASS OIL (DILUTE)
02A	AC Plant Mix (Cold)	11D Wattles
03A	AC Plant Mix (Hot) (CIP)	12D Stakes
06A	Salvaged AC Pavement	02M Aggregate Purchased
05B	Emulsified Asphalt	06M Borrow <b>(Must Have A Unit Cost)</b>
15B	PASS OIL	31T 360 ° PVC Delinator / Yellow
<b>Accomplishment - Cubic Yards</b>		
<b>Notes:</b>  <div style="text-align: center;">N/A</div>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 130 Activity Number: <b>134</b> Effective Date: <b>7/1/12</b>																																				
<b>Activity:</b>																																						
<b>Maintain Unpaved Turnouts and Crossovers</b>		<u><b>Check Environmental BMP</b></u>																																				
<b>Description and Purpose:</b>																																						
Add or remove material to unpaved turnouts and crossovers. Slope to eliminate pavement drop-off, rutted or eroded conditions.																																						
<b>Performance Guideline:</b>																																						
This activity should be scheduled before rutting along the edge of the pavement effects the integrity of the roadway; or when slope erosion, if not repaired, will deteriorate into major damage.																																						
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<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 7		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Remove delineators if required.</li> <li>Place additional material on turnouts or crossovers and slope.</li> <li>Shape and smooth material to original configuration.</li> <li>Compact material.</li> <li>Sweep area as needed. <sup>2</sup></li> <li>Replace and repair delineators, if required.</li> <li>Seed as needed. Coordinate with your <b>District Environmental Coordinator.</b></li> <li>Remove safety devices and signs.</li> </ol>																																				
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<b>Accomplishment - # of Turnouts / Crossovers</b>																																						
<b>Notes:</b>																																						
<ol style="list-style-type: none"> <li>Building of turnouts and crossovers shall be charged under <b>Program 700.</b></li> <li>Sweeping not done on the same day shall be reported on <b>Activity 134-C.</b></li> </ol>																																						



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 130 Activity Number: <b>135</b> Effective Date: <b>7/1/12</b>																						
<b>Activity:</b>																								
<b>Flush Shoulder Edge / Crossovers / Turnouts</b>		<b><u>Check Environmental BMP</u></b>																						
<b>Description and Purpose:</b>																								
Apply emulsified petroleum resin or emulsified asphalt to shoulder edge as a flush coat to rejuvenate aged asphalt and retard surface deterioration. Apply liquid asphalt and cover material to seal and restore shoulder edge life.																								
<b>Performance Guideline:</b>																								
The work shall be done in accordance with <a href="#">ADOT Standard Specifications for Road and Bridge Construction-2008</a>																								
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																						
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 7		<ol style="list-style-type: none"> <li>1. Stockpile material as needed.</li> <li>2. Place safety devices and signs.</li> <li>3. Sweep area to be treated. <sup>1</sup></li> <li>4. Apply emulsion to designed area. <sup>2</sup></li> <li>5. Apply blotter/cover material prior to opening roadway to traffic.</li> <li>6. Remove excess blotter material by sweeping or roll cover material.</li> <li>7. Remove traffic control signs and devices.</li> </ol>																						
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<b>Accomplishment - Gallons</b>																								
<b>Notes:</b>																								
<ol style="list-style-type: none"> <li>1. Sweeping not done on the same day shall be reported on <b>Activity 135-C</b>.</li> <li>2. Adding emulsion to Crossovers / Turnouts, use <b>Activity 135-E</b>.</li> </ol>																								

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 140 Activity Number: <b>1400</b> Effective Date: <b>7/1/12</b>																						
Activity:			Page 1 of 2																						
<b>Soil Stabilization</b>		<b><u>Check Environmental BMP</u></b>																							
Description and Purpose:																									
<b>WORK METHOD A:</b> Apply polymeric/acrylic soil stabilizers to reinforce soil characteristics for resisting erosion on slopes and drainages, and provide stability until emergence of plants. For use on slopes steeper than 3:1.																									
<b>WORK METHOD B:</b> Apply magnesium chloride soil stabilizers to promote compaction and dust control on dirt or gravel roads and material stockpiles.																									
<b>WORK METHOD C:</b> Recover and/or replace soil from eroded area (rill). Depth of compacted soil to match finish slope; slash created during work activity will be evenly distributed throughout repaired rill. Compacted millings may be utilized around guardrail posts. For use on all slopes, except vertical rock cuts.																									
Apply acrylic/polymeric soil stabilizers to slopes, and drainages by spraying from water tenders or hydroseeders. Pre-wet soil with surfactant treated water, then apply stabilizer. <b>(Work Method A)</b>																									
Apply magchloride at recommended rate for dust control or soil compaction on gravel or dirt roads. Do not exceed 300 gallons per lane mile/per day. <b>(Work Method B)</b>																									
Re-establish slope to near original condition and to minimize erosion of top soil and vegetation. Incorporate the use of water to eliminate dust and enhance soil compaction. <b>(Work Method C)</b>																									
Statewide Average Crew Size		Work Method																							
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1        HOT 1 / 2 / 3 / 4  Average Crew Size:    3		Work Methods see Page 2 of Guideline																							
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Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS		<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 140 Activity Number: <b>1400</b> Effective Date: <b>7/1/12</b>
Activity:		Page 2 of 2	
Soil Stabilization		(Continued)	
Description and Purpose:			
Refer to Page 1			
<b>Work Methods:</b>  <div> <b>WORK METHOD A: POLYMERS</b> <ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Load tank with water, add surfactant.</li> <li>Apply to slope at 750 gallons per acre.</li> <li>Load tank with water, add stabilizer.</li> <li>Apply at labeled rate. Avoid over spray onto roadway or traffic signs.</li> <li>When shadow driver is used, vehicle must remain within 200 feet.</li> <li>Remove safety devices and signs.</li> <li>Flush tank, valves &amp; nozzles immediately.</li> <li>Wash vehicles immediately after use.</li> </ol> </div> <div> <b>WORK METHOD B: MAGCHLORIDE</b> <ol style="list-style-type: none"> <li>Wear personal protective equipment.</li> <li>Load tank with MGCL. Avoid contact with MGCL to eyes when loading.</li> <li>Place safety devices and signs.</li> <li>Apply to site at recommended rate. Spray at lowest effective pressure to avoid drift.</li> <li>Remove safety devices and signs.</li> <li>Wash vehicles immediately after use.</li> </ol> </div> <div> <b>WORK METHOD C: RECOVER AND REUSE ERODED MATERIAL; OR BORROW</b> <ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Clear eroded area of unnecessary vegetation or debris.</li> <li>Recover eroded material or place borrow material in 1 ft lifts throughout area.</li> <li>Apply moisture to fill material during compaction process.</li> <li>Continue with 1 ft lifts until fill area matches existing slope.</li> <li>Utilize cleared vegetation &amp; brush by placing slash over compacted area.</li> <li>Where applicable, substitute milling for AC around guardrail sections.</li> <li>Where applicable, replace riprap or rock mulch.</li> <li>Remove safety devices and signs.</li> </ol> </div>			
<b>Notes:</b>  N/A			

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1402</b> Effective Date: <b>7/1/12</b>							
<b>Activity:</b>									
<b>Soil Stabilization, Erosion Blankets</b>									
<b>Description and Purpose:</b>									
Install and maintain existing erosion blankets to slopes steeper than 3:1 consisting of fine soils to prevent slope erosion, promote seeding success and enhance plant establishment.									
<b>Performance Guideline:</b>									
Staple or nail in as required by soil type, keeping a diamond pattern and keeping the blankets loosely draped onto slope. Trench the top blanket.									
<b>Statewide Average Crew Size</b>		<b>Work Method</b>							
NR Mgr 1 & 2 Land Mgr 1  Average Crew Size: 4		<ol style="list-style-type: none"> <li>1. Allow only personnel trained in climbing on slope.</li> <li>2. Place safety devices and signs.</li> <li>3. Check safety gear, lines and harnesses.</li> <li>4. Install redundant rappelling anchors at top.</li> <li>5. Anchor work ladders as needed.</li> <li>6. Install blankets loosely on contour.</li> <li>7. Staple or nail 3' apart on center, diamond pattern.</li> <li>8. Anchor every 3rd tier in trench, minimum of 4" deep.</li> <li>9. Overlap each layer minimum of 6".</li> <li>10. Remove safety devices and signs.</li> </ol>							
<b>Equipment Options</b>									
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Code	Description								
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<b>Accomplishment - Square Yards</b>									
<b>Notes:</b>									
<ol style="list-style-type: none"> <li>1. All anchors must be redundant (anchored in two (2) separate locations).</li> </ol>									

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 <b>Activity Number: 1410</b> Effective Date: 7/1/12														
<b>Activity:</b>																
<b>Swath Machine Mowing, Standard Swath</b>																
<b>Description and Purpose:</b>																
Machine mow one (1) swath at road edge on road shoulders to improve sight distance, control weeds, <b>tree seedlings</b> , eliminate snowdrift, reduce summer fire fuels and enhance view of hazard markers, guardrails and delineators.																
<b>Performance Guideline:</b>																
Notify Natural Resources personnel prior to mowing for information on site status to avoid damage to plant community, noxious weed locations and/or weed treatments. <b>Mow previously uncut areas to remove rank growth for improvement of sight distance, preparation of pre-emergent treatments and reduction of fire fuels.</b> Vegetation is not to be mowed unless average height of plants is greater than 17". In order to preserve perennial grasses needed for shoulder stability, do not mow lower than 4".																
In preparation for winter storms, mowing for snowdrift reduction may be cut to 2".																
<b>Statewide Average Crew Size</b>		<b>Work Method</b>														
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1                        HOT 1 / 2 / 3 / 4  Average Crew Size:      3		<ol style="list-style-type: none"> <li>1. Notify Natural Resources of mowing schedule.</li> <li>2. Service mower and cutter blades as necessary.</li> <li>3. Personnel required to wear proper personal protection equipment.</li> <li>4. Assess area to be mowed for potential hazards.</li> <li>5. Start mower to insure proper operation.</li> <li>6. Place safety devices and signs.</li> <li>7. Shadow vehicle must remain within 200 ft.</li> <li>8. Commence mowing.</li> <li>9. Clean around traffic control devices.</li> <li>10. Shadow driver clean around delineators.</li> <li>11. Remove safety devices and signs.</li> </ol>														
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<b>Accomplishment - Swath Miles</b>																
<b>Notes:</b>																
<ol style="list-style-type: none"> <li>1. A swath mile is defined as one pass of a mower, utilizing one mower head, mowing a distance of one mile. When using a rear &amp; side deck, one (1) pass = two (2) swaths.</li> <li>2. <b>Machine mow areas not mowed within 3 years use Suffix 3Y.</b></li> </ol>																

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1420</b> Effective Date: <b>7/1/12</b>												
<b>Activity:</b>														
<b>Chemical Vegetation Control, Safety Features, Small Truck</b>		<u><b>Check Environmental BMP</b></u>												
<b>Description and Purpose:</b>														
Apply herbicides to control vegetation around roadside features such as guardrails, sign structures, delineators, gores and headwalls to control brush, rank growing forbs, grasses and tree seedlings, to maintain visibility of hazard markers and reflectors.														
<b>Performance Guideline:</b>														
Activity performed by Office of Pest Management (OPM) licensed applicators. Applicator shall obey all State and Federal pesticide rules & regulations. Prior written approval and recommendations shall be obtained from District Environmental Coordinator.  Notify Maintenance Org Supervisor prior to work.														
<b>Statewide Average Crew Size</b>		<b>Work Method</b>												
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1                        HOT 1 / 2 / 3 / 4  Average Crew Size:      2		<ol style="list-style-type: none"> <li>Inspect truck and sprayer for proper operation. Check calibration and adjust, if necessary, before leaving yard.</li> <li>Inventory and inspect safety equipment.</li> <li>Check to insure that proper chemical labels &amp; MSDS sheets are in truck.</li> <li>Refer to chemical label for mixing, application, safety &amp; other instructions.</li> <li>Place safety devices and signs.</li> <li>Apply chemicals according to label recommendations.</li> <li>Remove safety devices and signs.</li> <li>Rinse &amp; dispose of containers as recommended on the chemical label.</li> <li>Maintain truck &amp; equipment properly.</li> </ol>												
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<b>Accomplishment - Acres</b>														
<b>Notes:</b> <ol style="list-style-type: none"> <li>Complete all required paper work. (i.e. PeCoS Crew Work Report, Pesticide eForm Spray Log, etc.)</li> <li>One Acre = 43,560 Square Feet.</li> <li>Swath Width x Length of 1 pass (in feet) x Number of Passes / 43,560 = Acres.</li> <li>One Acre = Approximately 209 feet by 209 feet.</li> <li>One Acre = Approximately 8 ft. by 1 mile (5,280 ft.).</li> </ol>														

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1421</b> Effective Date: <b>7/1/12</b>								
<b>Activity:</b>										
<b>Chemical Vegetation Control, Safety Features, Large Truck</b>		<b><u>Check Environmental BMP</u></b>								
<b>Description and Purpose:</b>										
Apply herbicides to control vegetation around roadside features such as guardrails, sign structures, delineators, gores and headwalls, to enhance highway safety by keeping roadside features visible to motorists.										
<b>Performance Guideline:</b>										
Activity performed by Office of Pest Management (OPM) licensed applicators. Applicator shall obey all State and Federal pesticide rules & regulations. Prior written approval and recommendations shall be obtained from District Environmental Coordinator.  Notify Maintenance Org Supervisor prior to work.										
<b>Statewide Average Crew Size</b>		<b>Work Method</b>								
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1        HOT 1 / 2 / 3 / 4  Average Crew Size:    2		<ol style="list-style-type: none"> <li>Inspect truck and sprayer for proper operation. Check calibration and adjust, if necessary, before leaving yard.</li> <li>Inventory and inspect safety equipment.</li> <li>Check to insure that proper chemical labels &amp; MSDS (Material Safety Data Sheets) are in truck.</li> <li>Refer to chemical label for mixing, application, safety &amp; other instructions.</li> <li>Place safety devices and signs.</li> <li>Apply chemicals according to label recommendations.</li> <li>Remove safety devices and signs.</li> <li>Rinse &amp; dispose of containers as recommended on the chemical label.</li> <li>Maintain truck &amp; equipment properly.</li> </ol>								
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Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1430</b> Effective Date: <b>7/1/12</b>									
<b>Activity:</b>											
<b>Chemical Vegetation Control - Swath Application Treatment, Large Truck</b>		<b><u>Check Environmental BMP</u></b>									
<b>Description and Purpose:</b>											
Apply chemicals along the roadside to eradicate, prevent, or retard the growth of target vegetation.											
<b>Performance Guideline:</b>											
This activity shall be used for right-of-way swath treatments which can be accomplished while the truck is on the pavement shoulder.  Activity performed by Office of Pest Management (OPM) licensed applicators. Applicator shall obey all State and Federal pesticide rules & regulations.  Prior written approval of specific locations, herbicide selection and mixture, application rates and general guidelines shall be obtained from the District Environmental Coordinator.  Notify Maintenance Org Supervisor prior to work.											
<b>Statewide Average Crew Size</b>		<b>Work Method</b>									
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1                        HOT 1 / 2 / 3 / 4  Average Crew Size:      2		<ol style="list-style-type: none"> <li>1. Inspect truck and sprayer for proper operation. Check calibration and adjust, if necessary, before leaving yard.</li> <li>2. Inventory and inspect safety equipment.</li> <li>3. Check to insure that proper chemical labels &amp; MSDS (Material Safety Data Sheets) are in truck.</li> <li>4. Refer to chemical label for mixing, application, safety &amp; other instructions.</li> <li>5. Place safety devices and signs.</li> <li>6. Apply chemicals according to label recommendations.</li> <li>7. Remove safety devices and signs.</li> <li>8. Rinse &amp; dispose of containers as recommended on the chemical label.</li> <li>9. Maintain truck &amp; equipment properly.</li> </ol>									
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Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1431</b> Effective Date: <b>7/1/12</b>										
<b>Activity:</b>												
<b>Chemical Vegetation Control - Spot Application Treatment, Large Truck</b>		<b><u>Check Environmental BMP</u></b>										
<b>Description and Purpose:</b>												
Apply chemicals along the roadside to eradicate, prevent, or retard the growth of target vegetation.												
<b>Performance Guideline:</b>												
This activity shall be used for right-of-way spot treatments which can be accomplished while the truck is on the pavement shoulder.  Activity performed by Office of Pest Management (OPM) licensed applicators. Applicator shall obey all State and Federal pesticide rules & regulations.  Prior written approval of specific locations, herbicide selection and mixture, application rates and general guidelines shall be obtained from the District Environmental Coordinator.  Notify Maintenance Org Supervisor prior to work.												
<b>Statewide Average Crew Size</b>		<b>Work Method</b>										
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1        HOT 1 / 2 / 3 / 4  Average Crew Size:    2		<ol style="list-style-type: none"> <li>Inspect truck and sprayer for proper operation. Check calibration and adjust, if necessary, before leaving yard.</li> <li>Inventory and inspect safety equipment.</li> <li>Check to insure that proper chemical labels &amp; MSDS (Material Safety Data Sheets) are in truck.</li> <li>Refer to chemical label for mixing, application, safety &amp; other instructions.</li> <li>Place safety devices and signs.</li> <li>Apply chemicals according to label recommendations.</li> <li>Remove safety devices and signs.</li> <li>Rinse &amp; dispose of containers as recommended on the chemical label.</li> <li>Maintain truck &amp; equipment properly.</li> </ol>										
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Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1432</b> Effective Date: <b>7/1/12</b>												
<b>Activity:</b>														
<b>Chemical Vegetation Control, Small Truck</b>		<b><u>Check Environmental BMP</u></b>												
<b>Description and Purpose:</b>														
To maintain a recovery zone, apply herbicide spot applications or broadcast by small truck to inhibit, retard or eradicate brush, rank growing forbs, noxious weeds and tree seedings, in order to maintain visibility of hazard markers, delineators, sight distance on curves, prevent shoulder erosion, and fire fuel accumulations.														
<b>Performance Guideline:</b>														
This activity shall be used for right-of-way treatments which can be accomplished while the truck is on the pavement shoulder.  Activity performed by Office of Pest Management (OPM) licensed applicators. Applicator shall obey all State and Federal pesticide rules & regulations.  Prior written approval of specific locations, herbicide selection and mixture, application rates and general guidelines shall be obtained from the District Environmental Coordinator.  Notify Maintenance Org Supervisor prior to work.														
<b>Statewide Average Crew Size</b>		<b>Work Method</b>												
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1        HOT 1 / 2 / 3 / 4  Average Crew Size:    2		<ol style="list-style-type: none"> <li>1. Inspect truck and sprayer for proper operation. Check calibration and adjust, if necessary, before leaving yard.</li> <li>2. Inventory and inspect safety equipment.</li> <li>3. Check to insure that proper chemical labels &amp; MSDS (Material Safety Data Sheets) are in truck.</li> <li>4. Refer to chemical label for mixing, application, safety &amp; other instructions.</li> <li>5. Place safety devices and signs.</li> <li>6. Apply chemicals according to label recommendations.</li> <li>7. Remove safety devices and signs.</li> <li>8. Rinse &amp; dispose of containers as recommended on the chemical label.</li> <li>9. Maintain truck &amp; equipment properly.</li> </ol>												
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<b>Accomplishment - Acres</b>														
<b>Notes:</b>														
<ol style="list-style-type: none"> <li>1. Complete all required paper work. (i.e. PeCoS Crew Work Report, Pesticide eForm Spray Log, etc.)</li> <li>2. One Acre = 43,560 Square Feet.</li> <li>3. Swath Width x Length of 1 pass (in Feet) x Number of Passes / 43,560 = Acres.</li> <li>4. One Acre = Approximately 209 feet by 209 feet.</li> <li>5. One Acre = Approximately 8 ft. by 1 mile (5,280 ft.).</li> </ol>														

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1433</b> Effective Date: <b>7/1/12</b>												
<b>Activity:</b>														
<b>Pre-Emergent Applications</b>		<b><u>Check Environmental BMP</u></b>												
<b>Description and Purpose:</b>														
Apply pre-emergent herbicides as a spot or broadcast to inhibit, retard or prevent the germination of annual weeds on road shoulders.														
<b>Performance Guideline:</b>														
Apply selective herbicides as spot applications or broadcast to road shoulders and slopes to remove, inhibit or retard rank growing or noxious vegetation in localized areas.														
Activity performed by Office of Pest Management (OPM) licensed applicators. Applicator shall obey all State and Federal pesticide rules & regulations.														
Prior written approval of specific locations, herbicide selection and mixture, application rates and general guidelines shall be obtained from the District Environmental Coordinator.														
Notify Maintenance Org Supervisor prior to work.														
<b>Statewide Average Crew Size</b>		<b>Work Method</b>												
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1                        HOT 1 / 2 / 3 / 4  Average Crew Size:        2		<ol style="list-style-type: none"> <li>1. Inspect truck and sprayer for proper operation. Check calibration and adjust, if necessary, before leaving yard.</li> <li>2. Inventory and inspect safety equipment.</li> <li>3. Check to insure that proper chemical labels &amp; MSDS (Material Safety Data Sheets) are in truck.</li> <li>4. Refer to chemical label for mixing, application, safety &amp; other instructions.</li> <li>5. Place safety devices and signs.</li> <li>6. Apply chemicals according to label recommendations.</li> <li>7. Remove safety devices and signs.</li> <li>8. Rinse &amp; dispose of containers as recommended on the chemical label.</li> <li>9. Maintain truck &amp; equipment properly.</li> </ol>												
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Code	Description													
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Code	Description													
See PeCoS Chemical Code List														
<b>Accomplishment - Acres</b>														
<b>Notes:</b>														
<ol style="list-style-type: none"> <li>1. Complete all required paper work. (i.e. PeCoS Crew Work Report, Pesticide eForm Spray Log, etc.)</li> <li>2. One Acre = 43,560 Square Feet.</li> <li>3. Swath Width x Length of 1 pass (in Feet) x Number of Passes / 43,560 = Acres.</li> <li>4. One Acre = Approximately 209 feet by 209 feet.</li> <li>5. One Acre = Approximately 8 ft. by 1 mile (5,280 ft.).</li> </ol>														

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1440</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Chemical Vegetation Control, Off Road, Truck Applications</b>		<b><u>Check Environmental BMP</u></b>
<b>Description and Purpose:</b>		
Apply chemicals along the highway right-of-way beyond the normal shoulder swath, to control undesirable vegetation, maintaining safety zone and sight distance standards.		
<b>Performance Guideline:</b>		
This activity shall be used for right-of-way treatments which can be accomplished while the truck is off the pavement shoulder.		
Activity performed by Office of Pest Management (OPM) licensed applicators. Applicator shall obey all State and Federal pesticide rules & regulations.		
Prior written approval of specific locations, herbicide selection and mixture, application rates and general guidelines shall be obtained from the District Environmental Coordinator.		
Notify Maintenance Org Supervisor prior to work.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
NR Mgr 1 & 2 Land Mgr 1  Average Crew Size: 1	<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4	<ol style="list-style-type: none"> <li>1. Inspect truck and sprayer for proper operation. Check calibration and adjust, if necessary, before leaving yard.</li> <li>2. Inventory and inspect safety equipment.</li> <li>3. Check to insure that proper chemical labels &amp; MSDS (Material Safety Data Sheets) are in truck.</li> <li>4. Refer to chemical label for mixing, application, safety &amp; other instructions.</li> <li>5. Place safety devices and signs.</li> <li>6. Apply chemicals according to label recommendations.</li> <li>7. Remove safety devices and signs.</li> <li>8. Rinse &amp; dispose of containers as recommended on the chemical label.</li> <li>9. Maintain truck &amp; equipment properly.</li> </ol>
<b>Equipment Options</b>		
Code	Description	
01 02/03/04 36 <b>PE 76</b>	Pickup Truck Sprayer <b>Quad (ATV)</b>	
<b>Material Options</b>		
Code	Description	
	See PeCoS Chemical Code List	
<b>Accomplishment - Acres</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>1. Complete all required paper work. (i.e. PeCoS Crew Work Report, Pesticide eForm Spray Log, etc.)</li> <li>2. One Acre = 43,560 Square Feet.</li> <li>3. Swath Width x Length of 1 pass (in Feet) x Number of Passes / 43,560 = Acres.</li> <li>4. One Acre = Approximately 209 feet by 209 feet.</li> <li>5. One Acre = Approximately 8 ft. by 1 mile (5,280 ft.).</li> <li>6. If spraying in landscape areas use applicable <b>Program 300 Activity</b>.</li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1441</b> Effective Date: <b>7/1/12</b>								
<b>Activity:</b>										
<b>Chemical Vegetation Control, Wand Applications</b>		<b>Check Environmental BMP</b>								
<b>Description and Purpose:</b>										
Apply chemicals in the highway right-of-way at locations beyond the normal shoulder swath to eradicate noxious weeds, or prevent or retard the growth of other undesirable vegetation.										
<b>Performance Guideline:</b>										
This activity shall be used for right-of-way treatments which can be accomplished while the truck is on or off the pavement shoulder, utilizing hand operated spray gun.  Activity performed by Office of Pest Management (OPM) licensed applicators. Applicator shall obey all State and Federal pesticide rules & regulations.  Prior written approval of specific locations, herbicide selection and mixture, application rates and general guidelines shall be obtained from the District Environmental Coordinator.  Notify Maintenance Org Supervisor prior to work.										
<b>Statewide Average Crew Size</b>		<b>Work Method</b>								
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1        HOT 1 / 2 / 3 / 4  Average Crew Size:    2		<ol style="list-style-type: none"> <li>Inspect truck and sprayer for proper operation. Check calibration and adjust, if necessary, before leaving yard.</li> <li>Inventory and inspect safety equipment.</li> <li>Check to insure that proper chemical labels &amp; MSDS (Material Safety Data Sheets) are in truck.</li> <li>Refer to chemical label for mixing, application, safety &amp; other instructions.</li> <li>Place safety devices and signs.</li> <li>Apply chemicals according to label recommendations.</li> <li>Remove safety devices and signs.</li> <li>Rinse &amp; dispose of containers as recommended on the chemical label.</li> <li>Maintain truck &amp; equipment properly.</li> </ol>								
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Code	Description									
See PeCoS Chemical Code List										
<b>Accomplishment - Acres</b>										
<b>Notes:</b> <ol style="list-style-type: none"> <li>Complete all required paper work. (i.e. PeCoS Crew Work Report, Pesticide eForm Spray Log, etc.)</li> <li>One Acre = 43,560 Square Feet.</li> <li>Swath Width x Length of 1 pass (in Feet) x Number of Passes / 43,560 = Acres.</li> <li>One Acre = Approximately 209 feet by 209 feet.</li> <li>One Acre = Approximately 8 ft. by 1 mile (5,280 ft.).</li> <li>If spraying in landscape areas use applicable <b>Program 300 Activity</b>.</li> </ol>										

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1450</b> Effective Date: <b>7/1/12</b>															
<b>Activity:</b>																	
<b>Tumbleweed Removal / Disposal</b>		<b><u>Check Environmental BMP</u></b>															
<b>Description and Purpose:</b>																	
Remove and dispose of tumbleweeds which have accumulated along fences, in cuts, in and around drainage structures, etc.																	
<b>Performance Guideline:</b>																	
Notify Office of Environmental Services for follow-up chemical treatments and seeding, in order to permanently remove tumbleweeds. Do not disturb soil around tumbleweed unless OES / Natural Resources is notified to apply a pre-emergent herbicide in the area.																	
<b>Statewide Average Crew Size</b>		<b>Work Method</b>															
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1        HOT 1 / 2 / 3 / 4  Average Crew Size:    3		1. Set recommended safety devices and signs. 2. <b>In order of desirability, disposal shall be by: A) Removal or C) Mowing</b> 3. <b>Notify Natural Resources to schedule follow up herbicide treatments to prevent regrowth.</b>															
<b>Equipment Options</b>																	
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093L	Sand Bags																
<b>Accomplishment - Linear Miles</b>																	
<b>Notes:</b>																	
1. When disposing of tumble weeds by burning, report as Activity 1481-A.																	

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1460</b> Effective Date: <b>7/1/12</b>																
<b>Activity:</b>																		
<b>Mechanical Removal of Tree &amp; Brush</b>		<b><u>Check Environmental BMP</u></b>																
<b>Description and Purpose:</b>																		
Mechanically remove brush and saplings prior to chemical treatment, to remove rank growth from guardrails, distress lanes, drainage features and shoulders for sight distance, proper drainages and recovery zone safety.																		
<b>Performance Guideline:</b>																		
<b>Contact District Environmental Coordinator for Native Plant Clearance and Az Dept. of Agriculture Permit.</b>  Mechanically cut brush and tree saplings, clean-cut stumps, pile mulch and scatter slash. Pile slash for burning where feasible, maximum size of piles = 20'W x 20'L x 5'H.  Primary goal is to maintain recovery zone, sight distance and drainage feature standards by mechanically cutting and mulching/scattering slash. This activity is appropriate in rural areas with slopes, and vegetation available to accommodate the slash.  Notify Natural Resources to schedule follow up herbicide treatments to prevent regrowth.																		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1        HOT 1 / 2 / 3 / 4  Average Crew Size:    3		<ol style="list-style-type: none"> <li>Service equipment as necessary.</li> <li>Place safety devices and signs.</li> <li>Shadow vehicle must remain within 200 to 400 feet.</li> <li>Personnel required to wear proper personal protection equipment.</li> <li>Assess area to be mowed for potential hazards.</li> <li>Commence working.</li> <li>Sawyer cleans the cut stumps and limbs.</li> <li>Shadow driver moves signs.</li> <li>Remove safety devices and signs.</li> </ol>																
<b>Equipment Options</b>																		
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Code	Description																	
	N/A																	
<b>Accomplishment - Swath Miles</b>																		
<b>Notes:</b>																		
1.      Length of 1 Pass (in feet) X # of Passes / 5280 feet = Swath Miles																		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1461</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Hand Cut Trees / Brush</b>		<b><u>Check Environmental BMP</u></b>
<b>Description and Purpose:</b>		
Use chain saws to cut down trees and shrubs encroaching into guardrails, recovery zone, distress lanes, drainage features and shoulders. Also for removal of vegetation obscuring ADOT right-of-way fence, signs and roadside hazards.		
<b>Performance Guideline:</b>		
<b>Notify District Environmental Coordinator for Protected Plant Clearance and Az Dept of Agriculture Permits.</b>  Saw cut brush and trees; limb, lop, and buck stems. Scatter slash where feasible for erosion control, or pile slash in maximum 20'W x 20'L x 5'H piles for burning. Primary goal is to maintain recovery zone, sight distance drainage feature standards by removing encroaching trees and shrubs. In urban interfaces and scenic areas, this activity must be followed by chipping slash.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1                        HOT 1 / 2 / 3 / 4  Average Crew Size:        4		1. Personnel required to wear proper personal protection equipment. 2. Place safety devices and signs. 3. Commence cutting. 4. Sawyer cleans cut stumps and limbs. 5. Stacker applies herbicide to stumps. 6. Remove safety devices and signs.
<b>Equipment Options</b>		
Code    Description  01    Pickup 02/03/04 Truck		
<b>Material Options</b>		
Code    Description  See PeCoS Chemical Code List		
<b>Accomplishment - Acres</b>		
<b>Notes:</b>		
1. Do not cut more than can be cleaned up each day. 2. This activity is for tree and brush <u>removal</u> only. If trees and brush require pruning, report as <b>Activity 1490-A</b>		



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1462</b> Effective Date: <b>7/1/12</b>												
<b>Activity:</b>														
<b>Mechanical Removal Large Trees and Brush</b>		<u><b>Check Environmental BMP</b></u>												
<b>Description and Purpose:</b>														
Push trees greater than 4" dbh, limb, lop, buck and pile slash for purpose of clearing trees encroaching into a recovery zone or traveled way.														
<b>Performance Guideline:</b>														
Coordinate with District Environmental Coordinator prior to using this activity.  With dozer or loader, push or drag on the diagonal from the roadway direction beyond the shoulder. Limb, lop and pile slash; buck and stack trunk. Haul away bucked trunk and root ball for disposal.														
<b>Statewide Average Crew Size</b>		<b>Work Method</b>												
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1        HOT 1 / 2 / 3 / 4  Average Crew Size:    5		<ol style="list-style-type: none"> <li>1. Service saws and chains as necessary.</li> <li>2. Make sure that bee protection gear is available.</li> <li>3. Start saws to insure proper operation.</li> <li>4. Place safety devices and signs.</li> <li>5. Shadow vehicle must remain within 200 ft.</li> <li>6. Personnel required to wear proper personal protection equipment.</li> <li>7. Commence pushing and limbing.</li> <li>8. Sawyer clean-cuts stumps and limbs. Stacker and sawyer pile slash less than 3" in diameter.</li> <li>9. Shadow driver moves signs.</li> <li>10. Sawyers buck trunk.</li> <li>11. Operator loads trunk sections for hauling.</li> <li>12. Remove safety devices and signs.</li> </ol>												
<b>Equipment Options</b>														
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Code	Description													
	N/A													
<b>Accomplishment - Trees</b>														
<b>Notes:</b> <ol style="list-style-type: none"> <li>1. Do not push down more than can be cleaned up each day.</li> <li>2. Do not include stems and trunks greater than 3" in diameter if piles are to be burned. Stems &amp; trunks greater than 3" in diameter are to be hauled away.</li> <li>3. Burning of pile is reported under <b>Activity 1481</b>.</li> </ol>														

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1463</b> Effective Date: <b>7/1/12</b>								
<b>Activity:</b>										
<b>Chipping Stems, Limbs and Slash</b>		<u><b>Check Environmental BMP</b></u>								
<b>Description and Purpose:</b>										
Drag and chip stems, limbs and trunks less than 7" diameter, scatter chips in order to economically dispose of vegetation. Recycle resources and avoid unsightly debris in scenic or urban interface areas.										
<b>Performance Guideline:</b>										
Coordinate chipping with thinning, or tree and brush removal wherever it is necessary.  Notify District Environmental Coordinator personnel prior to chipping for information on site status to avoid damage to plant community, noxious weed locations and/or weed treatments.										
<b>Statewide Average Crew Size</b>		<b>Work Method</b>								
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1        HOT 1 / 2 / 3 / 4  Average Crew Size:    5		<ol style="list-style-type: none"> <li>1. Calculate slash volume for Avg Accomplishment.</li> <li>2. Service chipper and cutters as required.</li> <li>3. Personnel required to wear proper personal protection equipment.</li> <li>4. Secure loose clothing and hair.</li> <li>5. Start chipper to insure proper operation.</li> <li>6. Place safety devices and signs.</li> <li>7. Vehicles must remain within 200 ft. of work.</li> <li>8. Insure chips will not discharge onto the roadway, adjust discharge chute to scatter chips.</li> <li>9. Commence dragging stems, limbs or slash to chipper and begin feeding.</li> <li>10. Remove safety devices and signs.</li> </ol>								
<b>Equipment Options</b>										
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	N/A									
<b>Accomplishment - Acres</b>										
<b>Notes:</b>										
<ol style="list-style-type: none"> <li>1. Do not attempt to operate chipper on uneven ground.</li> </ol>										

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1464</b> Effective Date: <b>7/1/12</b>															
<b>Activity:</b>																	
<b>Salvage Native Trees, Shrubs, Cacti</b>		<b><u>Check Environmental BMP</u></b>															
<b>Description and Purpose:</b>																	
Dig, containerize or bareroot salvage protected native plants prior to maintenance or construction earthwork.																	
<b>Performance Guideline:</b>																	
Determine locations, identify and flag native plants, prepare AZ Dept Agriculture salvage notification, schedule and dig up plants according to standard methods and place in containers.  Contact District Environmental Coordinator for Native Plant Clearance and AZ Department of Agriculture Permit.																	
<b>Statewide Average Crew Size</b>		<b>Work Method</b>															
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1                        HOT 1 / 2 / 3 / 4  Average Crew Size:    5		<ol style="list-style-type: none"> <li>1. Inspect site for native species.</li> <li>2. Prepare permits.</li> <li>3. Place traffic control devices.</li> <li>4. Excavate, maintaining sufficient roots.</li> <li>5. Place in appropriate containers.</li> <li>6. Maintain plant per standard practices.</li> <li>7. Plan for restoration.</li> <li>8. Remove safety devices and signs.</li> </ol>															
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<b>Accomplishment - Plants</b>																	
<b>Notes:</b>																	
<ol style="list-style-type: none"> <li>1. Dust roots of cacti with sulfur.</li> <li>2. Do not water cacti.</li> </ol>																	

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1465</b> Effective Date: <b>7/1/12</b>										
<b>Activity:</b>												
<b>Hand Cut Individual Trees</b>												
<b>Description and Purpose:</b>												
Removal of trees greater than 4 inches diameter breast height (DBH).												
<b>Performance Guideline:</b>												
Hand cut trees; fell, limb, buck truck and branches. Scatter slash on site and remove large pieces to a safe locations.												
<b>Statewide Average Crew Size</b>		<b>Work Method</b>										
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1                        HOT 1 / 2 / 3 / 4  Average Crew Size:        3		<ol style="list-style-type: none"> <li>1. Service Chainsaws as necessary</li> <li>2. Make sure bee protection gear is available.</li> <li>3. Place safety devices and signs.</li> <li>4. Personnel required to wear proper personal protection equipment.</li> <li>5. Ensure safe working area.</li> <li>6. Commence cutting.</li> <li>7. Sawyer identifies and executes safe cuts.</li> <li>8. Swamper removes slash from work area.</li> <li>9. Apply herbicide stump treatment immediately.</li> <li>10. Scatter slash where feasible.</li> <li>11. Sawyer bucks trunks.</li> <li>12. Load branches greater than 3" and trunk sections for hauling.</li> <li>13. Remove safety devices and signs.</li> </ol>										
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Code	Description											
See PeCoS Chemical Code List												
<b>Accomplishment - Trees</b>												
<b>Notes:</b>												
<ol style="list-style-type: none"> <li>1. Remove branches greater than 3" and trunks from recovery zone.</li> </ol>												

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1466</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Non-Mechanical Removal of Trees and Brush by Linear Feet</b>		
<b>Description and Purpose:</b>		
Remove trees and brush encroaching into guardrails, distress lanes, drainage features, driveways, and shoulders. Also for removal of vegetation obscuring ADOT Right-of-Way fence, signs, and roadside hazards.		
<b>Performance Guideline:</b>		
Hand cut and remove trees / brush and/or offending vegetation; fell, limb, lop and buck trunk and stems. Primary goal is to maintain safety features, travel / distress lanes, shoulders, sight distances, and drainage features by removing encroaching trees and brush.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1                        HOT 1 / 2 / 3 / 4  Average Crew Size:     2		<ol style="list-style-type: none"> <li>1. Personnel required to wear proper personal protection equipment.</li> <li>2. Place safety devices and signs.</li> <li>3. Ensure safe working area.</li> <li>4. Commence cutting.</li> <li>5. Sawyer identifies and executes safe cuts.</li> <li>6. Swamper removes slash from work area.</li> <li>7. Apply herbicide stump treatment immediately following cutting.</li> <li>8. Scatter slash where feasible.</li> <li>9. Remove safety devices and signs.</li> </ol>
<b>Equipment Options</b>		
Code	Description	
01	Pickup	
02/03/04	Truck	
11	Loader	
52	Trailer, Large	
<b>Material Options</b>		
Code	Description	
	See PeCoS Chemical Code List	
<b>Accomplishment - Linear Feet</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>1. This activity is for tree and brush removal only.</li> <li>2. If trees / brush is rooted in drainages, washes, and/or riparian areas contact District DEC and/or OES / Natural Resource Regional Office.</li> <li>3. Accomplishments are measured in Linear Feet of Trees &amp; Brush removed.</li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1470</b> Effective Date: <b>7/1/12</b>																			
<b>Activity:</b>																					
<b>Hydroseeding</b>		<b><u>Check Environmental BMP</u></b>																			
<b>Description and Purpose:</b>																					
Apply grass and forb seeds by means of a hydroseeder to eroded or disturbed sites in order to stabilize soil and prevent erosion. Areas larger than 1 acres must be seeded in accordance with the NPDES Section of the Clean Water Act.																					
<b>Performance Guideline:</b>																					
Coordinate with District Environmental Coordinator prior to maintenance earthwork in order to prepare a storm water pollution prevention plan if area is greater than 5 acres. Apply seed, fertilizers, and 250 lbs. Mulch, per acre, onto prepared and roughened site. Seed, fertilizers and amendments are to be applied in a minimum of 750 gallons of water per acre.																					
<b>Contact Roadside Development for seeding and site preparation guidelines.</b>																					
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																			
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1        HOT 1 / 2 / 3 / 4  Average Crew Size:    3		<ol style="list-style-type: none"> <li>1. Service pump and engine as necessary.</li> <li>2. Check pipes and valves after each load.</li> <li>3. Start pump engine to insure proper operation.</li> <li>4. Place safety devices and signs.</li> <li>5. Load no more than 15 minutes before spraying.</li> <li>6. Personnel required to wear proper personal protection equipment.</li> <li>7. Commence spraying in even swaths.</li> <li>8. Avoid wind drifts onto roadway.</li> <li>9. Remove safety devices and signs.</li> </ol>																			
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<b>Accomplishment - Acres</b>																					
<b>Notes:</b>																					
1. Tackifier is required on all slopes greater than 3:1.																					

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b> <b>(JSA)</b>	Program Number: 140 Activity Number: <b>1471</b> Effective Date: <b>7/1/12</b>																				
Activity:																							
Hydromulching		<b>Check Environmental BMP</b>																					
Description and Purpose:																							
Apply virgin wood-fiber hydromulching and tackifier by means of a hydroseeder to seeded sites in order to provide a mulch cover to a seedbed for germination and erosion control. <b>(Work Method A)</b> Apply straw, crimp straw and apply a tackifier into a prepared seedbed to provide temporary soil stabilization until germination of seeds. <b>(Work Method B)</b>																							
Performance Guideline:																							
Coordinate with District Environmental Coordinator prior to maintenance earthwork in order to prepare a storm water pollution prevention plan if area is greater than <b>5 acres</b> . Apply mulch at a rate of 1500 to 2000 lbs. per acre with labeled acre-rate of tackifier onto prepared seedbed. <b>(Work Method A)</b> Blow straw onto seedbed, crimp into soil, spray a liquid tackifier to prevent loose straw and soil from being carried by wind onto the traveled way. <b>(Work Method B)</b> .																							
<b>Contact Roadside Development for seeding and site preparation guidelines.</b>																							
Statewide Average Crew Size		Work Method																					
NR Mgr 1 & 2 Land Mgr 1  Average Crew Size: 4		<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  <b>WORK METHOD A: HYDROMULCHING</b> <ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Load no more than 15 minutes before spraying.</li> <li>Personnel required to wear proper personal protection equipment.</li> <li>Avoid wind drifts, and overspray onto roadway, traffic signs or passing vehicles.</li> <li>Commence spraying in even swaths.</li> <li>Remove safety devices and signs.</li> </ol>																					
Equipment Options		<b>WORK METHOD B: STRAW MULCH</b> <ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Crimping must follow natural contours<sup>3</sup></li> <li>Avoid crimping in dry or saturated soils.</li> <li>Personnel required to wear proper personal protection equipment.</li> <li>Commence blowing straw to proper thickness. Avoid blowing straw or crimping in dry soil to prevent blowing dust.</li> <li>Apply tackifier to Mfg.'s specifications.</li> <li>Remove signs and safety devices.</li> </ol>																					
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<b>Accomplishment - Acres</b>																							
Notes:																							
<ol style="list-style-type: none"> <li>When using <b>Work Method A</b> report under <b>Activity 1471-A</b>.</li> <li>When using <b>Work Method B</b> report under <b>Activity 1471-B</b>.</li> <li>Avoid crimping into wet soils to maintain soil structure.</li> </ol>																							

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1472</b> Effective Date: <b>7/1/12</b>																
<b>Activity:</b>																		
<b>Tillage</b>		<b><u>Check Environmental BMP</u></b>																
<b>Description and Purpose:</b>																		
Till soil to prepare a seedbed for revegetation operations. Tillage enables soil to retain uniform moisture and creates optimum germination environment.																		
<b>Performance Guideline:</b>																		
Coordinate with District Environmental Coordinator prior to maintenance earthwork in order to prevent smoothing and minimize tillage.  Revegetation site should be tilled with chisel plow or ripper bar to a minimum depth of 6", with chisels no more than 16" apart. No discs may be used for tillage.																		
<b>Contact Roadside Development for seeding and site preparation guidelines.</b>																		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1                        HOT 1 / 2 / 3 / 4  Average Crew Size:      2		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Tillage must follow natural contours.</li> <li>Personnel required to wear proper personal protection equipment.</li> <li>Commence tillage with proper depth<sup>1</sup></li> <li>Avoid tillage in dry or saturated soils.</li> <li>Leave seedbed in roughened condition.</li> <li>Remove safety devices and signs.</li> </ol>																
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<b>Notes:</b>																		
<ol style="list-style-type: none"> <li>Obtain permits prior to commencement of work.</li> </ol>																		



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1473</b> Effective Date: <b>7/1/12</b>																			
<b>Activity:</b>																					
<b>Seed Drilling</b>		<b><u>Check Environmental BMP</u></b>																			
<b>Description and Purpose:</b>																					
Drill seed into prepared seedbed.																					
<b>Performance Guideline:</b>																					
<b>Coordinate with District Environmental Coordinator prior to soil disturbance.</b> Drill seed into seedbed with independently hinged openers and drop tubes. Where necessary, add vermiculite as carrier for fine seeds. If needed, include dry timed-release fertilizers. <b>Contact Roadside Development for seeding and site preparation guidelines.</b>																					
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																			
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1                        HOT 1 / 2 / 3 / 4  Average Crew Size:        2		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Drilling must follow natural contours.</li> <li>Avoid drilling in dry or saturated soils.</li> <li>Personnel required to wear proper personal protection equipment.</li> <li>Commence drilling at proper depth<sup>1</sup></li> <li>Leave seedbed in roughened condition.</li> <li>Remove safety devices and signs.</li> </ol>																			
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<ol style="list-style-type: none"> <li>Obtain permits prior to commencement of work.</li> </ol>																					

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1475</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Broadcast Seeding</b>		<b><u>Check Environmental BMP</u></b>
<b>Description and Purpose:</b>		
Broadcast seed into prepared seedbed or onto roughened soil surface for erosion control.		
<b>Performance Guideline:</b>		
<b>Coordinate with District Environmental Coordinator prior to soil disturbance.</b> Broadcast seed into seedbed with hand held or electric broadcast seeders. Where necessary, add vermiculite as carrier for fine and fluffy seeds. Include dry timed-release fertilizers and amendments as required. Rake or drag seedbed after seeding.		
<b>Contact Roadside Development for seeding and site preparation guidelines.</b>		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1        HOT 1 / 2 / 3 / 4  Average Crew Size:    2		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Personnel required to wear proper personal protection equipment.</li> <li>Avoid broadcasting onto dry or saturated soils.</li> <li>Avoid seeding onto unroughened soil to prevent seed loss.</li> <li>Commence broadcasting at proper rate.</li> <li>Remove signs and safety devices.</li> </ol>
<b>Equipment Options</b>		
Code	Description	
01	Pickup	
<b>Material Options</b>		
Code	Description	
01V	Native Seed	
03D	Gabions (Rock Baskets All Sizes)	
05D	Rip Rap Wire	
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<b>Accomplishment - Acres</b>		
<b>Notes:</b>		
N/A		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1476</b> Effective Date: <b>7/1/12</b>																							
Activity:																									
<b>Plant Trees, Shrubs, Cacti</b>		<u><b>Check Environmental BMP</b></u>																							
Description and Purpose:																									
Plant containerized or bareroot trees, etc., on slopes for erosion control, living snowfences, blowing dust, sand abatement or native plant refugia.																									
Performance Guideline:																									
<b>Coordinate with District Environmental Coordinator prior to soil disturbance.</b> Determine locations of holes in accordance with recovery zone standards, snow fence configuration and prevailing wind direction, and sight distance parameters. Plant according to accepted standards for species.																									
<b>Contact Roadside Development for seeding and site preparation guidelines.</b>																									
Statewide Average Crew Size		Work Method																							
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1                        HOT 1 / 2 / 3 / 4  Average Crew Size:        2		<ol style="list-style-type: none"> <li>1. Inspect site for proper species.</li> <li>2. Calculate recovery zone/sight distance, wind.</li> <li>3. Personnel required to wear proper personal protection equipment</li> <li>4. Place safety devices and signs.</li> <li>5. Excavate holes to proper depth.</li> <li>6. Add amendments, repellants to backfill<sup>1</sup></li> <li>7. Install plant per standard practices.</li> <li>8. Remove signs and safety devices.</li> </ol>																							
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<b>Accomplishment - Plants</b>																									
Notes:																									
<ol style="list-style-type: none"> <li>1. Do not water newly planted cacti.</li> </ol>																									

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1480</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Prescribed Burning</b>		<b><u>Check Environmental BMP</u></b>
<b>Description and Purpose:</b>		
Burn R/W by fire management prescription to remove dead fuel accumulations for wildfire protection, brush control and herbicide reductions.		
<b>Performance Guideline:</b>		
This activity shall be used for fuel load reductions to prevent wildfires, control brush by non-chemical means and to recycle soil nutrients to grassland habitats.  Prior written approval of a burn plan from ADEQ with mitigation for airshed protection is required. Special care shall be taken to insure adequate water-pumping equipment and hose lays are present for preparing wet lines.  <b>Check ADEQ burning regulations prior to burning. An ADEQ burn plan must be submitted to ADEQ two weeks prior to ignition. In order to obtain a permit and/or permission to burn, (i.e. Indian Nations, Municipalities, etc.), contact District Environmental Coordinator, inquiring if a County or City burn permit is needed and/or has been acquired for your specific County.</b>		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1                        HOT 1 / 2 / 3 / 4  Average Crew Size:      5		<ol style="list-style-type: none"> <li>Must be current in wildland fire training.</li> <li>Prepare burn plan and safety evaluation and attach ADEQ burn permit.</li> <li>After permit approval, a Daily Burn Form should be faxed by 2 p.m. the day before burning.</li> <li>Notify State Land Dept., and Local fire departments prior to ignition and after burn/fire has been extinguished.</li> <li>Personnel required to wear proper personal protection equipment i.e. Nomex fire retardant.</li> <li>Set up safety devices and signs.</li> <li>Take weather reading; calculate fuel moisture.</li> <li>Test fire a small pile. Monitor smoke plume.</li> <li>Burn out line and set strip fires.</li> <li>Mop up until there is no smoke or steam visible.</li> <li>Remove safety devices and signs.</li> <li>Daily Burn accomplishments should be submitted to ADEQ by 2 p.m. the following day after burn.</li> </ol>
<b>Equipment Options</b>		
Code	Description	
09	Truck, Misc.	
50	Water Truck	
<b>Material Options</b>		
Code	Description	
360	Surfactants	
<b>Accomplishment - Acres</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>Surfactants or wetting agents may be used with water for wet lines.</li> <li>Notify District Environmental Coordinator.</li> <li>While burning, a water truck with a minimum of 200 gallons will be present on job location for control</li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1481</b> Effective Date: <b>7/1/12</b>								
<b>Activity:</b>										
<b>Burn Brush Piles</b>		<u><b>Check Environmental BMP</b></u>								
<b>Description and Purpose:</b>										
Burn brush piles to economically dispose of cut vegetation and heavy fire fuels.										
<b>Performance Guideline:</b>										
Burn piles from previous years brush and tree removal. Piles must be dried out for six months to burn cleanly. Piles must not be higher than 5 ft, no longer than 20 ft and no wider than 20 ft.										
These fuel loads must be within prescribed burn fuel moisture parameters in order to prevent discharge firebrands off ADOT ROW.										
<b>Check ADEQ burning regulations prior to any burning. An ADEQ burn plan must be submitted to ADEQ two weeks prior to ignition. In order to obtain a permit and/or permission to burn, (i.e. Indian Nations, Municipalities, etc.), contact District Environmental Coordinator, inquiring if a County or City burn Permit is needed and/or has been acquired for your specific County.</b>										
<b>Statewide Average Crew Size</b>		<b>Work Method</b>								
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1      HOT 1 / 2 / 3 / 4  Average Crew Size:    3		<ol style="list-style-type: none"> <li>Must be current in wildland fire training.</li> <li>Prepare burn plan and safety evaluation and attach ADEQ burn permit.</li> <li>After permit approval, a Daily Burn Form should be faxed by 2 p.m. the day before burning.</li> <li>Notify State Land Dept., and Local fire departments prior to ignition and after burn/fire has been extinguished.</li> <li>Personnel required to wear proper personal protection equipment i.e. Nomex fire retardant.</li> <li>Set up safety devices and signs.</li> <li>Take weather reading; calculate fuel moisture.</li> <li>Test fire a small pile. Monitor smoke plume.</li> <li>Burn out line and set strip fires.</li> <li>Mop up until there is no smoke or steam visible.</li> <li>Remove safety devices and signs.</li> <li>Daily Burn accomplishments should be submitted to ADEQ by 2 p.m. the following day after burn.</li> </ol>								
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360	Surfactants									
<b>Accomplishment - Cubic Feet</b>										
<b>Notes:</b> <ol style="list-style-type: none"> <li>Surfactants or wetting agents may be used with water for wet lines.</li> <li>Notify District Environmental Coordinator.</li> <li>Tumbleweed pile burning, report as <b>Activity 1481-A</b>.</li> <li>Measurement of a "pile" is approximately 2000 cubic feet, for a 20'L x 20'W x 5'H pile.</li> <li>While burning, a water truck with a minimum of 200 gallons should be present on job location for control purposes.</li> </ol>										

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1482</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Install Fire Breaks</b>		<b><u>Check Environmental BMP</u></b>
<b>Description and Purpose:</b>		
Cut fire breaks and pre-treat with retardents prior to ignition of prescribed fires. Fire breaks are burned out in advance of general fire sequencing to prevent escapes outside of the fire plan boundaries.		
<b>Performance Guideline:</b>		
Prepare fire breaks by means of foam lines, bladed lines, plowed lines or retardant lines and/or any combination to burn out the fire break prior to the firing sequence.  For Burn outs, a burn permit must be obtained from ADEQ and notification of the proposed burn faxed to them 2 weeks prior to ignition.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1        HOT 1 / 2 / 3 / 4  Average Crew Size:    3		<ol style="list-style-type: none"> <li>Place signs and safety devices.</li> <li>Personnel required to wear proper personal protection equipment. Check fire protection gear &amp; hand tools.</li> <li>Put in fire break.</li> <li>Test fire, burn out line.</li> <li>Mop up, cold trail fire line.</li> </ol>
<b>Equipment Options</b>		
Code	Description	
01	Pickup	
02	Truck	
26	Sprayer	
<b>Material Options</b>		
Code	Description	
10V	Fire Retardant (Lbs)	
11V	Foam Retardant (Gals)	
<b>Accomplishment - Acres</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>Have topo maps for all crew members.</li> <li>Prep work for Pre-Burn, report as <b>Activity 1482-B</b>.</li> <li>Prefire Safety Plan review and Lookouts, Communication, Escape routes, and Safety review zone (LCES) review.</li> <li>Evaluate and debrief crew.</li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1483</b> Effective Date: <b>7/1/12</b>														
Activity:																
Pre-Burn Activity																
Description and Purpose:																
Documentation and site preparation prior to ignition enabling a safe and legal prescribed burn.																
Performance Guideline:																
Prepare and submit permits, safety plans, and interagency notification necessary prior to burning. Resizing and relocating burn piles and clearing ignitables around piles.																
Statewide Average Crew Size		Work Method														
NR Mgr 1 & 2 Land Manager 1  Average Crew Size: 3		<ol style="list-style-type: none"> <li>Follow all ADEQ Smoke Management reporting requirements.</li> <li>Follow all local Fire Department reporting requirements.</li> <li>Wear all PPE required for field site preparation work.</li> <li>Resize / relocate piles to allow safe burning.</li> <li>Apply water to sensitive areas just prior to ignition.</li> </ol>														
Equipment Options																
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N/A																
Accomplishment - Labor Hours																
Notes:																
<ol style="list-style-type: none"> <li>Pile size not to exceed 20 ft wide x 20 ft wide x 5 ft high</li> </ol>																

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1489</b> Effective Date: <b>7/1/12</b>								
<b>Activity:</b>										
<b>Data Collection (Natural Resources Only)</b>										
<b>Description and Purpose:</b>										
Collect field data on wildlife connectivity, vegetation monitoring, and soil monitoring; prepare maps, reports, displays to be used by Natural Resources Management.										
<b>Performance Guideline:</b>										
Collect field data including but not limited to: road kill, live animal sightings, potential wildlife crossings, wildlife camera photos, hazard tree marking, leave tree thinning, vegetation sampling, photo point monitoring, and specimen collection. Analyze, manage, and report data for use by District Environmental Coordinator.										
<b>Statewide Average Crew Size</b>		<b>Work Method</b>								
Natural Resources Mgr 1 & 2 Land Manager 1  Average Crew Size: 1		<ol style="list-style-type: none"> <li>1. Take the required purchased equipment necessary to sample the field data.</li> <li>2. Document, sample, mark, collect the data per established protocols.</li> <li>3. Analyze, map, display, and report data as directed by District Environmental Coordinator.</li> </ol>								
<b>Equipment Options</b>										
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Code	Description									
	N/A									
<b>Accomplishment - Shoulder Miles</b>										
<b>Notes:</b>										
N/A										



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 140 Activity Number: <b>1490</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Other Vegetation Control</b>		<b><u>Check Environmental BMP</u></b>
<b>Description and Purpose:</b>		
N/A		
<b>Performance Guideline:</b>		
<p>This activity shall be used only for vegetation control and related work which cannot be reasonably performed as <b>Activities 1400 through 1481 or 1491 or 1492.</b></p> <p>Proper safety devices and signs shall be used in every case where work involves exposure to traffic.</p> <ul style="list-style-type: none"> <li>A. Hand Cut to Trim Vegetation</li> <li>C. GPS / GIS Related Work (in Office Only)</li> <li>D. Preparing Plant, Soil Samples</li> <li>E. Environmental Clearance Review / Write (Planners Only)<sup>2</sup></li> <li>F. Emergency Fire Response (i.e. ADOT Assistance Requested)</li> <li>G. Prepare and Calibrate Vegetation Control Equipment</li> <li>H. Clean-Up and Maintenance of Vegetation Control Equipment</li> <li>K. Environmental Clearance Request and Review by Designated Personnel<sup>2</sup></li> <li>N. Hand Pull Invasive and Noxious Weeds</li> <li>S. Changing Fire Signs</li> <li>T. Travel to / from Work Locations in Order to Begin Work Activity<sup>1</sup></li> <li>V. Vector Control (Site Inspections, Coordination w/ Municipalities, etc.)</li> <li>W. Wildlife Camera / Vegetation Monitoring (in Office Only)</li> </ul> <p>This list is not all-inclusive. Other miscellaneous vegetation control may be charged to this activity.</p>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>1. Charge to route where the majority of work will be performed. DO NOT enter any hours in the 'Travel' column of Daily Work Report.</li> <li>2. When using suffix letter E or K, use the project location for highway and mileposts work location.</li> <li>3. When using suffix letters C, D or W, for field data collection, use <b>Activity 1489.</b></li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 140 Activity Number: <b>1491</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Right-of-Way Inspection - Natural Resources</b>		
<b>Description and Purpose:</b>		
Inspect routes before and after work projects to aid planning of work and insure quality of work in management of right-of-way natural resources.		
<b>Performance Guideline:</b>		
Inspect routes prior to work projects so as to effectively determine need and plan work. Inspect completed work projects at appropriate time to determine efficiency, and plan coaching / training needs.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
NR Mgr 1 & 2 Land Mgr 1  Average Crew Size: 1		<ol style="list-style-type: none"> <li>1. Take camera, note pads, GPS units.</li> <li>2. Inspect soil and vegetation on shoulders, around safety features, drainage's, burned-over areas and revegetation sites, noting and recording potential and present problems.</li> <li>3. Inspect prior work and report on quality to team.</li> <li>4. Prepare mitigation recommendations.</li> </ol>
<b>Equipment Options</b>		
Code	Description	
01	Pickup	
<b>Material Options</b>		
Code	Description	
	N/A	
<b>Accomplishment - Route Miles</b>		
<b>Notes:</b> <ol style="list-style-type: none"> <li>1. Use reports for coaching, training and / or planning.</li> <li>2. Feature Inventory Data Collection (FISDC) performed on the roadway, report as <b>Activity 1491-A</b>.</li> <li>3. Levels of Service (LOS) performed on the roadway, report as <b>Activity 1491-B</b>.</li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 140 Activity Number: <b>1492</b> Effective Date: <b>7/1/12</b>				
Activity:							
<b>Hand Application Herbicides / Insecticides</b>		<b><u>Check Environmental BMP</u></b>					
Description and Purpose:							
Apply herbicides by hand to small areas infested with undesirable tree and brush species impeding safe use of highway facility.  Treat retention ponds, canals, trees for public health pests such as mosquitoes, fire ants, bees in urban areas, rodents under roadbeds, tent caterpillars and other voracious insects.							
Performance Guideline:							
Activity performed by Office of Pest Management (OPM) licensed applicators. Applicator shall obey all State and Federal pesticide rules & regulations. Prior written approval and recommendations shall be obtained from District Environmental Coordinator.							
Statewide Average Crew Size		Work Method					
NR Mgr 1 & 2 <b>Highway Operations Worker</b> Land Mgr 1                        HOT 1 / 2 / 3 / 4  Average Crew Size:        2		<b>DRY/LIQUID HERBICIDE<sup>1</sup>:</b> <ol style="list-style-type: none"> <li>1. Personnel required to wear personal protection equipment.</li> <li>2. Inspect soils, topography in area to insure offsite plants will not be affected.</li> <li>3. Place safety devices and signs.</li> <li>4. Apply at labeled rate.</li> <li>5. Schedule removal work.</li> <li>6. Remove safety devices and signs.</li> </ol> <b>INSECT/RODENT CONTROL<sup>1</sup>:</b> <ol style="list-style-type: none"> <li>1. Notify District Environmental Coordinator.</li> <li>2. Personnel required to wear proper personal protection equipment.</li> <li>3. Select appropriate compound.</li> <li>4. Place safety devices and signs.</li> <li>5. Apply material.</li> <li>6. Do not leave bee hives until all are terminated.</li> <li>7. Remove safety devices and signs.</li> </ol>					
Equipment Options							
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Code	Description						
	See PeCoS Chemical Code List						
<b>Accomplishment - Square Feet</b>							
Notes:							
1. One of the following suffix letters must be used to track type of work being accomplished: <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>A. Dry Herbicides</b>  <b>B. Dry Insecticides</b>  <b>C. Dry Rodenticide</b> </td> <td style="width: 50%; vertical-align: top;"> <b>D. Liquid Herbicides</b>  <b>E. Liquid Insecticides</b>  <b>F. Liquid Rodenticide</b> </td> </tr> </table>				<b>A. Dry Herbicides</b> <b>B. Dry Insecticides</b> <b>C. Dry Rodenticide</b>	<b>D. Liquid Herbicides</b> <b>E. Liquid Insecticides</b> <b>F. Liquid Rodenticide</b>		
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Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 150 Activity Number: <b>1500</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>			
<b>Accident Repair</b>			
<b>Description and Purpose:</b>			
N/A			
<b>Performance Guideline:</b>			
<p>High priority must be given to barrier and crash barrel repair when damage is severe. If they no longer provide the protection for which they were designed, replacements must be made within seven working days, unless ordering parts is required. Temporary warning devices must be installed. Special-order material may take additional time. Standard warning devices must be installed, if a period of longer than seven working days is required. This list below is not all inclusive.</p> <p>There may be other miscellaneous accident maintenance which may be charged to this activity. Review Activity 1580 Accident Response to insure correct reporting of accident repairs versus accident response.</p> <ul style="list-style-type: none"> <li>B. Wall Repair on Frontage Roads and/or Sound Walls (Non-Median)</li> <li>D. Roadway Surface Repair</li> <li>I. Barrier Repair with or without Glare Screen</li> <li>J. Sign Repair <sup>5</sup></li> <li>L. Landscape Repairs Due to Accident <sup>6</sup></li> <li>M. All Structure Repair (includes Accident Cattle Guard Repair)</li> <li>Q. Repair Glare Screen Only on Barriers</li> <li>V. Crash Barrels - Repair</li> </ul>			
<b>Statewide Average Crew Size</b>		<b>Work Method</b>	
Varies		Varies	
<b>Material Options</b>		<b>Equipment Options</b>	
Code	Description	Code	Description
	Varies		Varies
<b>Accomplishment - Labor Hours</b>			
<b>Notes:</b>			
<ol style="list-style-type: none"> <li>1. Chain Link Fence repairs due to an accident shall be reported under <b>Activity 1510</b>.</li> <li>2. Barbed Wire Fence repairs due to an accident shall be reported under <b>Activity 1511</b>.</li> <li>3. Damaged Guardrail System repairs due to an accident shall be reported under <b>Activity 1503</b>.</li> <li>4. Damaged Crash Attenuator (Guardrail) System repairs due to an accident shall be reported under <b>Activity 1520</b>.</li> <li>5. Report accident sign damage on this activity when either the repairs are required on a special response request, or an emergency situation exists from a vehicle accident.</li> <li>6. Report landscape accident repairs on the activity ONLY when:               <ol style="list-style-type: none"> <li>a. Emergency repairs are required.</li> <li>b. The amount of damage is sizable and cannot be accomplished on a routine activity.</li> </ol> </li> </ol>			

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 150 Activity Number: <b>1501</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Full-Width Litter Pick-Up</b>		<b><u>Check Environmental BMP</u></b>
<b>Description and Purpose:</b>		
Pick up and disposal of all litter within the right-of-way. Includes removal of all unsightly objects and items which could cause damage to roadside mowing equipment.		
<b>Performance Guideline:</b>		
Work shall be accomplished as needed to preserve the aesthetic appearance of the highway and assure safety of roadside mowing equipment.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		<ol style="list-style-type: none"> <li>1. Traffic control devices required.</li> <li>2. First worker begins pick up while second worker drives ahead 1,000 Feet or less, leaves truck and begins pick up.</li> <li>3. When first worker reaches the truck, deposits bag in truck and drives the truck ahead another 1,000 feet or less, leaves the truck, and begins pick up.</li> <li>4. Continue leapfrog method until assigned area is covered.</li> <li>5. Remove safety devices and signs.</li> </ol>
<b>Equipment Options</b>		
Code	Description	
01 02/03	Pickup Truck	
<b>Material Options</b>		
Code	Description	
04X	Barrel Liners	
<b>Accomplishment - R/W Miles <sup>1</sup></b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>1. R/W Miles: Right-of-way on two-way highway is from center line of highway to right-of-way fence.              One (1) Roadway mile = Two (2) R/W miles.              On Divided highway = Each roadway is counted separately.              On Interstate one (1) Route Mile = Four (4) R/W miles.</li> <li>2. Use Expenditure Tab to Enter Landfill / Dump Fees</li> <li>3. Report Clean Sweep Activities under Activity 1501-CS. CS is now a Universal Suffix.</li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 150 Activity Number: <b>1502</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Spot Litter &amp; Debris Pick-up</b>		<b><u>Check Environmental BMP</u></b>
<b>Description and Purpose:</b>		
Clean up of debris from isolated areas within the right-of-way.		
<b>Performance Guideline:</b>		
This activity will be used when debris affects the motoring public. For non-accident emergency response <sup>1</sup>		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		1. Place traffic control devices required. 2. Patrol and pick up litter on roadways and other designated areas. (Excludes all rest areas) 3. Remove safety devices and signs.
<b>Equipment Options</b>		
Code	Description	
01 02/03/04	Pickup Truck	
<b>Material Options</b>		
Code	Description	
04X	Barrel Liners	
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
1. NON-ACCIDENT after hours emergency response for pick up of litter, debris, fallen trees, shall be reported as <b>Activity 1502-A</b> . When picking up dead animals use <b>Activity 1535</b> JOB #'s to be used to track Emergency Call Out, Emergency Response: CSO = County Sheriff Office CPD = City Police Department DPS = Department of Public Safety TOC = Traffic Operations Center TP = Tribal Police FD = Fire Department 2. Picking up rubber, report as <b>Activity 1502-R</b> . 3. Service of litter barrels at view points is charged to <b>Activity 209</b> or <b>Activity 259</b> . 4. Use Expenditure Tab to Enter Landfill / Dump Fees 5. Report Clean Sweep Activities under Activity 1502-CS. CS is now a Universal Suffix.		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 150 <b>Activity Number: 1503</b> Effective Date: 7/1/12
<b>Activity:</b>		
<b>Accident Guardrail Repair</b>		<b>Page 1 of 2</b>
<b>Description and Purpose:</b>		
The repair and replacement of guardrail damaged by accidents. All other non-accident related guardrail repair shall be performed under <b>Activity 1512</b> - Routine Guardrail Repair.		
<b>Performance Guideline:</b>		
Guardrail, which is so severely damaged that it no longer gives the protection for which it was designed, should be repaired within seven work days, unless special order material takes additional time to obtain. Warning devices shall be installed until repair is completed. <sup>7</sup>		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 5		<ol style="list-style-type: none"> <li>1. Survey damage and obtain necessary materials.</li> <li>2. Equipment necessary for repair to be determined in advance of work.</li> <li>3. Set necessary traffic control.</li> <li>4. Perform replacement and alignment as needed.</li> <li>5. Remove traffic control.</li> </ol>
<b>Equipment Options</b>		
Code	Description	
01 02/03/04 11 16 51/52 56 57 71 73	Pickup Truck Loader Backhoe Trailer Arrow / Message board Attenuator w/ Arrowboard Compressor Welder	
<b>Material Options</b>		
Code	Description	
	Varies	
<b>Accomplishment - Panels<sup>1</sup> (See Page 2)</b>		
<b>Notes:</b>		
Continued On Page 2		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 150 <b>Activity Number: 1503</b> Effective Date: 7/1/12
<b>Activity:</b>		<b>Page 2 of 2</b>
<b>Accident Guardrail Repair</b>		<b>(Continued)</b>
<b>Description and Purpose:</b>		
<p style="text-align: center;">Refer to Page 1</p>		
<b>Notes:</b> <ol style="list-style-type: none"> <li>For measurement purposes:           <ul style="list-style-type: none"> <li>Panel = 12 1/2' Length</li> <li>25' Guardrail Panel = 2 Panels</li> <li>End Treatment = 1 Panel</li> </ul> </li> <li>When repairs are made on Thrie beam type guardrail, report as <b>Activity 1503-B.</b></li> <li>When Replacing End Treatments, report as <b>Activity 1503-E.</b></li> <li>When repairs are made on crash attenuators, report on <b>Activity 1520.</b></li> <li>Maintenance will replace damaged guardrail end treatments with similar components from the existing supply</li> <li>If BCT base is damaged and requires replacement, replace BCT base with existing BCT replacement materials, or replace guardrail end section with the guardrail extruder terminal or other approved end section.            If the guardrail extruder terminal option is chosen, then an engineering analysis is required to determine the new length of guardrail and location of the new end section.</li> <li>Once BCT replacement stock is exhausted, any damaged BCT's will be replaced with the guardrail extruder terminal or other approved end section. An engineering analysis will be required to determine the new length of guardrail and location of the new end section.</li> </ol>		



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 150 Activity Number: <b>1504</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Annual Fence Inspection</b>		
<b>Description and Purpose:</b>		
Required activity frequency is 1 time per year; inspection of all state fencing.		
<b>Performance Guideline:</b>		
Any damaged fence which constitutes a hazard by allowing livestock to enter the right-of-way, shall be repaired immediately on the appropriate <b>Activity 1505, 1510 or 1511</b> . Annual inspection shall consist of observation of all fencing to insure it is standing, functional, and reporting its general condition.  Repairs due to an accident: schedule as <b>Activity 1510 or 1511</b>		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		<ol style="list-style-type: none"> <li><b><u>Driving Inspection:</u></b> Make a close driving annual inspection of all fencing which is in view from the roadway. One worker drives, the other observes. <sup>6</sup></li> <li><b><u>Walking Inspection:</u></b> First worker begins walking inspection while second worker drives ahead a Reasonable distance, then leaves truck and begins walking inspection. <sup>5</sup></li> <li>Second worker upon reaching the truck drives ahead a reasonable distance, then leaves the truck and begins a walking inspection.</li> <li>This leapfrog method continues.</li> <li>Any damaged fence which constitutes a hazard shall be repaired immediately. <sup>2</sup></li> </ol>
<b>Equipment Options</b>		
Code	Description	
01 Pickup 02 Truck		
<b>Material Options</b>		
Code	Description	
	N/A	
<b>Accomplishment - Fence Miles</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>Orgs may designate method of inspection in comments.</li> <li>Repairs are not to be reported on this activity.</li> <li>Right-of-Way fencing is to be spot inspected during all work activities and travel.</li> <li>For Reservation Fence Inspection and Administration Activities, report using <b>Activity 1504-O</b>.</li> <li>When reporting Walking Inspections, report under <b>Activity 1504-WK</b>.</li> <li>When reporting Driving Inspections, report under <b>Activity 1504-DV</b>.</li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 150 Activity Number: <b>1505</b> Effective Date: <b>7/1/12</b>																						
<b>Activity:</b>																								
<b>Routine Fence Maintenance</b>		<u><b>Check Environmental BMP</b></u>																						
<b>Description and Purpose:</b>																								
Maintain, repair or replace all state fencing except for accident related repairs.																								
<b>Performance Guideline:</b>																								
Maintenance work is scheduled as required from annual inspections and as necessary to replace and upgrade fence system, including installation and maintenance of gates.																								
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																						
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		<ol style="list-style-type: none"> <li>1. Identify need.</li> <li>2. Order necessary materials.</li> <li>3. Set up traffic control as required.</li> <li>4. Perform required maintenance and/or installation.</li> <li>5. Remove traffic control.</li> </ol>																						
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Code	Description																							
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02/03/04	Truck																							
11	Loader																							
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PE11	Skid Steer																							
PE32	Attachment, Auger																							
<b>Material Options</b>																								
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Code	Description																							
23F	Fence, Silt (Filter Fabric)  Refer to Highway Maintenance PeCoS Materials Code list for appropriate Fence Material Codes.																							
<b>Accomplishment - Fence Panels <sup>1</sup></b>																								
<b>Notes:</b> <ol style="list-style-type: none"> <li>1. One fence panel = Section between two posts.</li> <li>2. When making Rock Fence Protection repairs, report as <b>Activity 1505-B</b>.</li> <li>3. For minor repair of gaps along and/or under fences, report as <b>Activity 1505-D</b>.</li> <li>4. Repairs to Barbed Wire fence, report as <b>Activity 1505-E</b>.</li> <li>5. Repairs to Wild Game fence, report as <b>Activity 1505-G</b>.</li> <li>6. Repairs to Chain Link fence, report as <b>Activity 1505-H</b>.</li> <li>7. Removal of sand, silt and/or brush from fence line, report as <b>Activity 1505-S</b>.</li> <li>8. Chain Link fence repair due to accident damage shall be reported on <b>Activity 1510</b>.</li> <li>9. Barbed Wire fence repair due to accident damage shall be reported on <b>Activity 1511</b>.</li> <li>10. Upgrade and/or repair specialized wildlife fence, report as <b>Activity 1505-T</b></li> </ol>																								

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 150 Activity Number: <b>1506</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Cattle Guard Maintenance</b>		<b><u>Check Environmental BMP</u></b>
<b>Description and Purpose:</b>		
Replace, repair grills and/or clean state owned cattle guards.		
<b>Performance Guideline:</b>		
When damaged cattle guard becomes a traffic safety hazard or allows livestock to enter state right-of-way, this activity should be treated as an emergency.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 3		1. Determine materials required. 2. Set up traffic control. 3. Install, replace OR perform maintenance required. 4. Remove traffic control
<b>Equipment Options</b>		
Code	Description	
01 02/03/04 11 16 52 70 73 PE11 PE51	Pickup Truck Loader Backhoe Trailer, Large Compressor Welder Skid Steer Trailer, Small	
<b>Material Options</b>		
Code	Description	
04F 05F 23F 24F 30F 31F 32F 33F 34F 35F	Cattle Guard, Concrete - Precast Cattle Guard Grill Fence, Silt (Filter Fabric) All Steel Cattle Guard (3 Grills) Cattle Guard, End and Grills Cattle Guard, Middle and Grills Cattle Guard End Wings Cattle Guard End Grill Cattle Guard PreCast Foundation (Interior Section) Cattle Guard PreCast Foundation (End)	
<b>Accomplishment - Grills</b>		
<b>Notes:</b>		
1. New cattle guard construction by Maintenance forces shall be reported as <b>Activity 1506-A</b> . 2. Precast cattle guard grills should be counted as two grills. 3. Cattle guard inspection report on <b>Activity 1591-R</b> . 4. For cattle guard end wing repairs report on <b>Activity 1505</b> .		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 150 Activity Number: <b>1507</b> Effective Date: <b>7/1/12</b>																				
<b>Activity:</b>																						
<b>Mechanical Sweeping</b>		<b><u>Check Environmental BMP</u></b>																				
<b>Description and Purpose:</b>																						
Sweeping of the curbed and other portions of the roadway with a mechanical sweeper is completed.																						
<b>Performance Guideline:</b>																						
Sweeping shall be accomplished when possible during times of low traffic volume and in accordance with the applicable route schedule.																						
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																				
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		<ol style="list-style-type: none"> <li>1. Check Equipment and fill water tank prior to departure to job location.</li> <li>2. Insure all warning devices / traffic.</li> <li>3. Operate the sweeper in a safe and efficient manner.</li> <li>4. Complete the scheduled route.</li> </ol>																				
<b>Equipment Options</b>																						
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<b>Accomplishment - Pass Miles</b>																						
<b>Notes:</b>																						
<ol style="list-style-type: none"> <li>1. For emergency sweeping due to an accident, report under <b>Activity 1580-N.</b></li> <li>2. When sweeping bridge decks only, report under <b>Activity 1605-C.</b></li> <li>3. When performing Side Cast Sweeping, report under <b>Activity 1507-S.</b></li> </ol>																						

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 150 Activity Number: <b>1508</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Truck Escape Ramp Maintenance</b>		
<b>Description and Purpose:</b>		
Maintenance of truck escape ramps whenever these have been subjected to emergency truck traffic or otherwise disturbed.		
<b>Performance Guideline:</b>		
The arrester bed aggregate of the escape ramp shall be scarified and reshaped to original lines and grade as soon as possible. Adequate safety measures need to be taken to ensure the safety of the crew working in the immediate area.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		<ol style="list-style-type: none"> <li>1. Place safety devices and signs.</li> <li>2. Scarify and fluff-up the arrester bed aggregate.</li> <li>3. Re-lay arrester bed aggregate to original lines and grade.</li> <li>4. Care must be exercised to insure that the arrester bed aggregate remains uncompacted.</li> <li>5. Remove safety devices and signs.</li> </ol>
<b>Equipment Options</b>		
Code	Description	
01	Pickup	
03/04	Truck	
10	Grader	
11	Loader	
13	Dozer	
52	Trailer, Large	
56	Arrowboard / Message board	
57	Attenuator w/ Arrowboard	
<b>Material Options</b>		
Code	Description	
10M	Arrester Bed Material <sup>1</sup>	
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>1. If additional arrester bed material is required, it shall conform to the specifications of the original material.</li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 150 Activity Number: <b>1509</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Barrier Cable Repair</b>		
<b>Description and Purpose:</b>		
The repair and replacement of damaged barrier cable.		
<b>Performance Guideline:</b>		
Cable barrier system shall be repaired within seven work days, if possible. Warning devices shall be installed until repair is completed. Special order material may take additional time.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 5		<ol style="list-style-type: none"> <li>1. Survey damage and obtain necessary materials.</li> <li>2. Equipment necessary for repair to be determined in advance of work.</li> <li>3. Set necessary traffic control.</li> <li>4. Perform replacement and alignment as needed. <sup>2, 3</sup></li> <li>5. Remove traffic control.</li> </ol>
<b>Equipment Options</b>		
Code	Description	
02/03/04 11 16 51/52 56 57	Truck Loader Backhoe Trailer Arrow / Message board Attenuator w/ Arrowboard	
<b>Material Options</b>		
Code	Description	
	Varies	
<b>Accomplishment - Panels <sup>1</sup></b>		
<b>Notes:</b> <ol style="list-style-type: none"> <li>1. One panel = Section between two posts.</li> <li>2. Maintenance of barrier cable, non-accident, report as <b>Activity 1509-B.</b></li> <li>3. Repair of QUAD GUARD CABLE system, report as <b>Activity 1509-Q.</b></li> <li>4. Repair of TRI-CABLE system, report as <b>Activity 1509-T.</b></li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 150 Activity Number: <b>1510</b> Effective Date: <b>7/1/12</b>																	
<b>Activity:</b>																			
<b>Accident Chain Link Fence Repair</b>																			
<b>Description and Purpose:</b>																			
Maintaining, repairing or replacing state chain link fencing due to accidents.																			
<b>Performance Guideline:</b>																			
When damaged fencing becomes a traffic safety hazard or allows livestock to enter the right-of-way, this activity should be treated as an emergency. A separate Crew Work Report must be completed for each accident repair.																			
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																	
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 3		<ol style="list-style-type: none"> <li>1. Identify need.</li> <li>2. Order necessary materials.</li> <li>3. Set up traffic control as required.</li> <li>4. Perform required maintenance and/or installation.</li> <li>5. Remove traffic control.</li> </ol>																	
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09F	Fence Post / Chain Link w/ Hardware																		
11F	Rock Protection Fence																		
32F	Cattle Guard End Wings																		
<b>Accomplishment - Fence Panels<sup>2</sup></b>																			
<b>Notes:</b> <ol style="list-style-type: none"> <li>1. Barbed Wire Fence repairs due to accidents shall be reported on <b>Activity 1511</b>.</li> <li>2. One fence panel = Section between two posts. Fence 12 ft. high, post to post = 2 panels.</li> <li>3. When repairing Rock Protection Fence due to an accident report as <b>Activity 1510-B</b>.</li> <li>4. Routine Chain Link fence repair shall be reported on <b>Activity 1505-H</b>.</li> </ol>																			

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 150 Activity Number: <b>1511</b> Effective Date: <b>7/1/12</b>																											
<b>Activity:</b>																													
<b>Accident Barbed Wire Fence Repair</b>																													
<b>Description and Purpose:</b>																													
Maintaining, repairing or replacing of barbed wire fencing due to accidents.																													
<b>Performance Guideline:</b>																													
When damaged fencing becomes a traffic safety hazard or allows livestock to enter the right-of-way, this activity should be treated as an emergency.  A separate Crew Work Report must be completed for each accident repair.																													
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																											
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		1. Identify need. 2. Order necessary materials. 3. Set up traffic control as required. 4. Perform required maintenance and/or installation. 5. Remove traffic control.																											
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<b>Accomplishment - Fence Panels<sup>2</sup></b>																													
<b>Notes:</b>																													
1. Chain Link Fence repairs due to accidents shall be reported on <b>Activity 1510</b> . 2. One fence panel = Section between two posts. 3. Routine Barbed Wire fence repair shall be reported on <b>Activity 1505-E</b> . 4. Upgrade and/or repair Specialized Wildlife fence report on <b>Activity 1505-T</b>																													



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 150 Activity Number: <b>1512</b> Effective Date: <b>7/1/12</b>																													
<b>(JSA)</b>																															
<b>Activity:</b>																															
<b>Routine Guardrail Repair</b>																															
<b>Description and Purpose:</b>																															
Replace and upgrade guardrail systems																															
<b>Performance Guideline:</b>																															
Maintenance work is scheduled as required and as necessary to replace and upgrade guardrail system, including installations accomplished by state forces.																															
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																													
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 5		1. Survey damage and obtain necessary materials. 2. Equipment necessary for repair to be determined in 3. Set necessary traffic control. 4. Perform replacement and alignment as needed. 5. Remove traffic control.																													
<b>Equipment Options</b>		<b>Material Options</b>																													
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<b>Accomplishment - Panels <sup>1</sup></b>																															
<b>Notes:</b> <ol style="list-style-type: none"> <li>For measurement purposes:            Panel = 12 1/2' Length            End treatment = 1 panel            Guardrail panels 25' = 2 panels         </li> <li>When repairs are made on Thrie beam type guardrail, report as <b>Activity 1512-B</b>.</li> <li>Maintenance will replace damaged guardrail end treatments with similar components from the existing supply of replacement parts.</li> <li>If BCT base is damaged and requires replacement, replace BCT base with existing BCT replacement materials, or replace guardrail end section with the guardrail extruder terminal or other approved end section. If the guardrail extruder terminal option is chosen, then an engineering analysis is required to determine the new length of guardrail and location of the new end section.</li> <li>Once BCT replacement stock is exhausted, any damaged BCT's will be replaced with the guardrail extruder terminal or other approved end section. An engineering analysis will be required to determine the new length of guardrail and location of the new end section. Upgrades to the guardrail system, report as <b>Activity 1512-C</b>. Comments on Crew Work Report shall include system type and other pertinent information.</li> <li>When performing the activity of Tightening Guardrail Bolts, report using <b>Activity 1512-T</b>.</li> </ol>																															

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 150 Activity Number: <b>1520</b> Effective Date: <b>7/1/12</b>																				
<b>Activity:</b>																						
<b>Crash Attenuator (Guardrail) Repair - Accident</b>																						
<b>Description and Purpose:</b>																						
The repair and replacement of crash attenuators damaged by accident.																						
<b>Performance Guideline:</b>																						
Guardrail, which is so severely damaged that it no longer gives the protection for which it was designed, should be repaired within seven work days, unless special order material takes additional time to obtain. Warning devices shall be installed until repair is completed.																						
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																				
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 6		1. Survey damage and obtain necessary materials. 2. Equipment necessary for repair to be determined in advance of work. 3. Set necessary traffic control. 4. Perform replacement and alignment 5. Remove traffic control.																				
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<b>Accomplishment - Panels <sup>1</sup></b>																						
<b>Notes:</b>																						
1. For measurement purposes: Cushion = 1 panel 2. Use the one of the following suffix letters to track the type of guardrail being worked on: A. G.R.E.A.T. System B. QUAD GUARD System C. ADIEM II System D. SANDWICH System E. REACT 350 System F. SCI 100 / SMART System 3. Maintenance will replace damaged crash attenuators with existing supply of replacement parts.																						

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 150 Activity Number: <b>1535</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Removal of Dead Animals from Roadway {NEW}</b>		
<b>Description and Purpose:</b>		
Clean up dead animals found with in the right-of-way		
<b>Performance Guideline:</b>		
This activity will be used whenever dead animals are removed from within the right-of-way		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		<ol style="list-style-type: none"> <li>1. Place traffic control devices required.</li> <li>2. Remove dead animal from roadway and other designated areas.</li> <li>3. Remove safety devices and signs.</li> </ol>
<b>Equipment Options</b>		
Code	Description	
01 02/03/04	Pickup Truck	
<b>Material Options</b>		
Code	Description	
	Varies	
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b> <ol style="list-style-type: none"> <li>1. This activity shall be used for all instances of removal of dead animals found within the right-of-way.</li> <li>2. Use Expenditure Tab to enter landfill/dump fees</li> </ol>		

Arizona Department of Transportation	<b>Suffix Required</b>	Program Number: 150
ITD - Highway Maintenance		Activity Number: <b>1580</b>
<b>Performance Guideline - PeCoS</b>	<b>(JSA)</b>	Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Emergency Response</b>		
<b>Description and Purpose:</b>		
This activity is to be used when Emergency Response is requested of a Maintenance Org.		
<b>Performance Guideline:</b>		
<p>This list is not all inclusive. There may be other miscellaneous accident response situations which may be charged</p> <p>The following suffix letters shall be used:</p> <ul style="list-style-type: none"> <li>A. ALERT Team</li> <li>B. Bridge, Structure, or Sound wall Inspection Due to Accident.</li> <li>C. Installation &amp; Maintenance of Portable Variable Message Board(s)</li> <li>D. Place and/or Check Warning Devices for Motorists</li> <li>E. Check for Damaged Guardrail/Crash Attenuator Systems; including Placement of Warning Devices</li> <li>G. Flagging / Traffic Control</li> <li>H. Check for Damaged Fence</li> <li>I. Emergency Call Out - Wildfire Related Events</li> <li>J. Initial Contact from TOC (Calls After Hrs to Supervisor/Lead person Requesting Response)</li> <li>K. Livestock Round-Up (non-Accident) Check Fencing<sup>4</sup></li> <li>L. Landscape - Check Damaged Systems, Place Warning Devices, if necessary</li> <li>N. After Accident Clean-Up</li> <li>O. Livestock Round-Up (Accident Only) Check Fencing<sup>4</sup></li> <li>R. Hazardous Material Spills</li> <li>S. Emergency Call Outs - ACCIDENTS ONLY <sup>1</sup></li> <li>T. Rock Removal and Material Spills (i.e. Gravel; Oil, less than 50 gallons; AB; etc.)</li> <li>W. Check Median Cable and Placement of Warning Devices</li> <li>Y. Call Boxes (Request Due to Apparent Malfunctioning of Boxes)</li> </ul> <p><b>D2 Pick Up Downed Construction Signs</b></p>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>1. Emergency response requests by Law enforcement agencies or TOC, will be reported on the appropriate activity.</li> <li>2. JOB #'s to be used to track Emergency Response, <u>Non-Accident</u>: <ul style="list-style-type: none"> <li>CSO = County Sheriff Office</li> <li>CPD = City Police Department</li> <li>DPS = Department of Public Safety</li> <li>TOC = Traffic Operations Center</li> <li>TP = Tribal Police</li> <li>FD = Fire Department</li> </ul> </li> <li>3. Material should only go on the activity where work is performed. It is possible material can go here but just that needed for emergency response.</li> <li>4. For Non-Emergency livestock response use Activity 1590-H</li> </ol>		

Arizona Department of Transportation	<b>Suffix Required</b>	Program Number: 150
ITD - Highway Maintenance		Activity Number: <b>1590</b>
<b>Performance Guideline - PeCoS</b>	<b>(JSA)</b>	Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Other Roadside Maintenance</b>	<b><u>Check Environmental BMP</u></b>	
<b>Description and Purpose:</b>		
Miscellaneous roadside maintenance not covered in other Activities.		
<b>Performance Guideline:</b>		
Included are activities performed for miscellaneous roadside maintenance not covered by <b>Activities 1500 thru 1580 and 1591</b> , such as:		
<ul style="list-style-type: none"> <li>A. Sidewalk / Railing Maintenance</li> <li>B. Bird Netting - Maintenance of, Removal, and/or Traffic Control for Contractor</li> <li>D. All Crash Barrel Maintenance and Inspection</li> <li>F. Remove Graffiti on Rocks and Walls / Repaint Walls</li> <li>G. Routine Glare Screen Maintenance and Inspection</li> <li>H. Remove Livestock from ROW and check fence (NON-EMERGENCY)<sup>7</sup></li> <li>I. Firebreak Maintenance (per Written Request)<sup>1-4</sup></li> <li>L. Remove Embankment Curb</li> <li>M. Miscellaneous Landscape Maintenance</li> <li>N. Remove Outdoor Advertising Signs</li> <li>O. Crash Attenuator Maintenance and Inspection Not Related to Accident Damage</li> <li>Q. Adopt-a-Highway Work</li> <li>T. Haul Rubber / Debris / Trash</li> <li>U. Placement and/or Maintenance of Temporary Traffic Control Devices</li> <li><b>EN. Removal of unauthorized encroachment from state right-of-way</b></li> <li>3. Sand Dune Removal (other than in Drainage)</li> </ul>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
<p><b>Routine fire break maintenance should only be performed under the following conditions #1-4:</b></p> <ul style="list-style-type: none"> <li>1. The area in question is a habitual trouble spot and if not maintained, it could be a potential threat to highway safety, private property or valuable vegetation growth.</li> <li>2. Formal written request is made by concerned parties in a given area. A general consensus by both ADOT and the parties concerned agree upon the maintenance to be performed.</li> <li>3. It will benefit ADOT and the resources are available to accomplish.</li> <li>4. Each situation shall be considered separately, using the above criteria.</li> <li>5. Cattle guard inspection shall be reported on <b>Activity 1591-R</b>.</li> <li>6. When side cast sweeping, report as <b>Activity 1507-S</b>.</li> <li>7. <b>For Emergency Callout for Livestock Removal use Activity 1580-K.</b></li> </ul>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>	Program Number: 150 Activity Number: <b>1591</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Roadway - Right of Way Inspection</b>		
<b>Description and Purpose:</b>		
Inspection of right of way features.		
<b>Performance Guideline:</b>		
<p>Any right-of-way inspections accomplished by maintenance personnel, shall be reported on this activity, with the exception of Fence Inspections.</p> <ul style="list-style-type: none"> <li>A. Feature Inventory Data Collection Performed on the Roadway, Report as <b>Activity 1591-A.</b> <sup>1</sup></li> <li>B. Levels of Service Performed on the Roadway, Report as <b>Activity 1591-B.</b> <sup>2</sup></li> <li>D. Superintendent or Org Personnel, including Supervisor and/or Lead person, Routine/Safety Inspection of Org's Area of Responsibility (<b>Includes PASER RATING</b>)</li> <li>E. Inspect and Close Legal Right-of-Way Gates</li> <li>K. Quarterly Lighting Night Inspections</li> <li>N. Design Reviews Conducted in the Field (Partnering, Field Inspection, Final Walk-Thrus, etc.). <sup>4, 6</sup></li> <li>R. Cattle Guard Inspection</li> <li><b>GI Guardrail Inspection</b></li> </ul> <p>This list is not all-inclusive. Other unclassified roadside maintenance support work may be charged to this activity.</p>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>1. Report all work performed <u>in the office</u> for (Feature Inventory Data Collection - FISDC) as <b>Activity 602-A.</b></li> <li>2. Report all work performed <u>in the office</u> for LOS (Levels of Service) as <b>Activity 602-B.</b></li> <li>3. Fence Inspection <u>is not</u> to be reported on this activity.</li> <li>4. In Office work related to work performed, report under <b>Activity 902-N.</b></li> <li>5. Hours reported in the Travel column for this activity represent those hours required to travel to and from the site where inspection is to be completed. For Feature Inventory and Level of Service inspection the activity begins at a pre-set location away from the yard. Otherwise, the Travel hours will be 0.0.</li> <li><b>6. If a project/job number exists enter on Tracking Tab in PeCoS application.</b></li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 160 <b>Activity Number: 1601</b> Effective Date: 7/1/12				
<b>Activity:</b>						
<b>Routine Drainage Maintenance</b>		<b><u>Check Environmental BMP</u></b>				
<b>Description and Purpose:</b>						
Remove debris from pipe, box and bridge culverts. Clean inlet and outlet drainage ditches within right-of-way and drainage easements, including those for roadway dips. Clean catch basins, drop right-of-way and drainage easements, including those for roadway dips. Clean catch basins, drop inlets and down drains.						
<b>Performance Guideline:</b>						
This work shall be performed on drainage installations, as required.						
<b>Statewide Average Crew Size</b>		<b>Work Method</b>				
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 3		<ol style="list-style-type: none"> <li>1. A 404 permit may be required.<sup>4</sup></li> <li>2. Place safety devices and signs.</li> <li>3. Remove silt, soil, sod, weeds and trash from installations.</li> <li>4. Shape ditches.</li> <li>5. Repair eroded areas around installation inlet, outlet, headwalls and wingwalls.</li> <li>6. Remove safety devices and signs.</li> </ol>				
<b>Equipment Options</b>						
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Code	Description					
Varies						
<b>Accomplishment - Openings <sup>1</sup></b>						
<b>Notes:</b> <ol style="list-style-type: none"> <li>1. Each inlet is 1 opening and each outlet counts as 1 opening.</li> <li>2. Inspection of Pipes and Structures shall be reported on <b>Activity 1608</b>.</li> <li>3. Record work performed outside right-of-way as <b>Activity 1690</b> or <b>Activity 700</b>.</li> <li>4. No permit is required if clearing material and debris is placed on the upland area of the drainage. Blading is only permitted if the drainage is returned to "normal" condition only.</li> <li>5. Verify through District Environmental Coordinator to ensure compliance.</li> </ol>						

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 160 Activity Number: <b>1602</b> Effective Date: <b>7/1/12</b>				
<b>Activity:</b>						
<b>Emergency Drainage Maintenance</b>		<u><b>Check Environmental BMP</b></u>				
<b>Description and Purpose:</b>						
Emergency maintenance of culverts and catch basins, roadway dips and their inlets and outlets. The purpose is to avoid drainage failure on those habitual troublesome drainage installations which require more than routine attention.						
<b>Performance Guideline:</b>						
Known trouble spots should be checked immediately after heavy rain. Maintenance and repairs that do not require prompt attention are to be scheduled under Routine Drainage Maintenance Activity 1601.						
<b>Statewide Average Crew Size</b>		<b>Work Method</b>				
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 4		<ol style="list-style-type: none"> <li>1. Identify drainage maintenance requiring prompt attention.</li> <li>2. Place safety devices and signs.</li> <li>3. Perform work required.</li> <li>4. Remove safety devices and signs.</li> <li>5. <b>File report for 401 and 404 permits.</b>  <b>Contact District Environmental Coordinator for compliance</b> </li> </ol>				
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<b>Accomplishment - Openings <sup>1</sup></b>						
<b>Notes:</b>						
<ol style="list-style-type: none"> <li>1. Each inlet is 1 opening and each outlet counts as 1 opening.</li> <li>2. When pumping water off of roadway, count production the same as you would dips.</li> </ol>						



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 160 <b>Activity Number: 1603</b> Effective Date: 7/1/12				
<b>Activity:</b>						
<b>Clean Cuts / Channels / Dikes / Embankment Curbs</b>		<b><u>Check Environmental BMP</u></b>				
<b>Description and Purpose:</b>						
Remove material from roadway cuts, channels, dikes <b>or Embankment Curb</b> and restore proper drainage.						
<b>Performance Guideline:</b>						
This work shall be scheduled in cuts where accumulations of material requires removal. Scheduling may follow storms when necessary.						
<b>Statewide Average Crew Size</b>		<b>Work Method</b>				
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 7		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Remove delineators, if necessary.</li> <li>Windrow material on shoulder for loading or use loader to move material directly.</li> <li>Haul material to nearest disposal site. (Use for shoulder and slope repair where possible.) <sup>6</sup></li> <li>Shape cut to assure drainage.</li> <li>Broom roadway surface as needed.</li> <li>Replace delineators, if removed.</li> <li>Remove safety devices and signs.</li> </ol>				
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Code	Description					
06M	Borrow <b>(Must have a Unit Cost)</b>					
<b>Accomplishment - Linear Feet</b>						
<b>Notes:</b> <ol style="list-style-type: none"> <li>This Activity is to be used for cleaning at toe of fill slopes, TI's, etc.</li> <li>Minor channel and dike repair shall be reported as <b>Activity 1603-B</b>.</li> <li>Minor riprap and bank protection repair (includes gabions) shall be reported as <b>Activity 1603-C</b>.</li> <li>When performing Blading or Reshaping of Ditches Only, report under <b>Activity 1603-D</b>.</li> <li>Routine cleaning of drainage channels shall be reported as <b>Activity 1603-M</b>. 404 Permits are required. <b>Contact your District Environmental Coordinator.</b></li> <li>When shoulder &amp; slope repair is being accomplished by using material from cut cleaning, it may be feasible to report part of the work on <b>Activity 132</b>.</li> </ol>						

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 160 <b>Activity Number: 1604</b> Effective Date: 7/1/12
<b>Activity:</b>		
<b>Minor Slide Removal</b>		<b><u>Check Environmental BMP</u></b>
<b>Description and Purpose:</b>		
Remove minor rock or mud slides as required to insure drainage ditches and/or roadway shoulders are free of hazardous conditions.		
<b>Performance Guideline:</b>		
When slides or rock fall occur which cause drainage problems or unsafe driving conditions, cleanup and removal operations should be accomplished promptly.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 6		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Remove delineators.</li> <li>Use loader to remove and load directly.</li> <li>Replace delineators.</li> <li>Remove safety devices &amp; signs.</li> </ol>
<b>Equipment Options</b>		
Code	Description	
01	Pickup	
02/03/04	Truck	
10	Grader	
11	Loader	
21	Broom	
52	Trailer, Large	
56	Arrowboard / Messageboard	
<b>Material Options</b>		
Code	Description	
<b>Accomplishment - Slide Areas</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>When the estimated expenditures within one mile of highway are less than \$5,000, report on this activity. If expenditures are greater than \$5,000, report on <b>Activity 180</b>.</li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 160 Activity Number: <b>1605</b> Effective Date: <b>7/1/12</b>																										
<b>Activity:</b>																												
<b>Routine Major Structure Maintenance</b>		<u><b>Check Environmental BMP</b></u>																										
<b>Description and Purpose:</b>																												
Repair, clean, remove graffiti from, and otherwise maintain decks, joints, footings, abutments, wingwalls, superstructure, and rails when performed by maintenance personnel.																												
<b>Performance Guideline:</b>																												
Repairs identified by Bridge Divisions inspection reports shall be scheduled on a priority basis. Filling cracks on bridge decks & bridge approach slabs shall be reported on this activity. Scheduling shall become an emergency when conditions require immediate attention for public safety																												
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																										
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 4		<ol style="list-style-type: none"> <li>Permits required if water way disturbed. <b>Contact District Environmental Coordinator for clarification and/or compliance.</b></li> <li>Place safety devices and signs.</li> <li>Perform maintenance and repair as outlined in Bridge Divisions inspection report, or as needed.</li> <li>Report completed repairs and check off on inspection report as to date completed, when applicable.</li> <li>Remove safety devices &amp; signs.</li> </ol>																										
<b>Equipment Options</b>																												
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Code	Description																											
	Varies																											
<b>Accomplishment - Structure <sup>1</sup></b>																												
<b>Notes:</b> <ol style="list-style-type: none"> <li>Report each structure on a separate Daily Work Reports.</li> <li>Use a suffix letter to designate when this type of work on a structure is being accomplished:  <b>A = Graffiti (1605-A)</b>  <b>B = Painting (1605-B)</b>  <b>C = Sweeping (1605-C)</b> </li> <li>Use major structure number if available from ADOT Bridge Group.</li> </ol>																												

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 160 <b>Activity Number: 1607</b> Effective Date: 7/1/12								
<b>Activity:</b>										
<b>Storm and Rock Patrol</b>		<u><b>Check Environmental BMP</b></u>								
<b>Description and Purpose:</b>										
Patrol of roadway during storms and periods of expected rock fall for the <b>non-emergency</b> removal of rocks and debris from roadway.										
<b>Performance Guideline:</b>										
During storms, patrol drainage installations, dips subject to flooding, areas where rock fall occurs regularly, and areas of blowing dust or sand.										
<b>Statewide Average Crew Size</b>		<b>Work Method</b>								
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		1. Patrol known trouble spots for fallen rocks.  2. Remove rocks when necessary.								
<b>Equipment Options</b>										
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Pickup</td> </tr> <tr> <td>02/03/04</td> <td>Truck</td> </tr> <tr> <td>41</td> <td>Snow Plow</td> </tr> </tbody> </table>			Code	Description	01	Pickup	02/03/04	Truck	41	Snow Plow
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Code	Description									
N/A										
<b>Accomplishment- Miles Patrolled</b>										
<b>Notes:</b>										
<ol style="list-style-type: none"> <li>1. Insure areas of rock fall and probable hazard areas have appropriate warning signs.</li> <li>2. Mileage will begin at Route being patrolled and will end when leaving that Route. Seperate Crew Work Reports will be entered for each Route patrolled.</li> <li>3. Inspection of roadway drainage systems may be performed in conjunction with routine storm and rock patrol if both are being performed by the same crew.</li> <li>4. Roadway pump inspection during storm activity, which is not performed in conjunction with storm and rock patrol, shall be reported on <b>Activity 1610</b>.</li> <li>5. When more than one shift is necessary to accommodate this activity, report under the appropriate suffix letter:  <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><b>1607-A: First Shift</b></span> <span><b>1607-B: Second Shift</b></span> </div> </li> </ol>										

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 160 Activity Number: <b>1608</b> Effective Date: <b>7/1/12</b>				
<b>Activity:</b>						
<b>Drainage Inspection</b>		<b><u>Check Environmental BMP</u></b>				
<b>Description and Purpose:</b>						
Inspection of pipe, box and bridge culverts, roadway dips, inlets and outlets, including catch basins, drop inlets and down drains.						
<b>Performance Guideline:</b>						
Look for damage to structure, identifying any obstructions such as debris, heavy sand deposits, vegetation growth; and erosion around head, wing walls which may cause drainage failure.						
<b>Inspection will include proper separation between the frame and grate not to exceed 1/2 inch.<sup>6</sup></b>						
<b>Statewide Average Crew Size</b>		<b>Work Method</b>				
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		1. Exit vehicle and visually inspect drainage installations.				
<b>Equipment Options</b>						
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01	Pickup					
<b>Material Options</b>						
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Code	Description					
N/A						
<b>Accomplishments - Openings</b>						
<b>Notes:</b> <ol style="list-style-type: none"> <li>404 Permits required. Contact your District Environmental Coordinator for clarification and/or compliance.</li> <li>Reseeding will be required.</li> <li>Each inlet is 1 opening and each outlet counts as 1 opening.</li> <li>Schedule routine drainage maintenance under Activity 1601.</li> <li>Schedule emergency drainage maintenance under Activity 1602.</li> <li>If such a separation exists, corrective action will be performed to properly retrofit for bicycle traffic. The compliance inspection will be noted in the "Comment" section of the Crew Work Report completed by the maintenance employee. If immediate corrective action is not able to be accomplished due to time and/or materials constraints, the maintenance supervisor will schedule the repair for timely completion.</li> </ol>						

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 160 Activity Number: <b>1610</b> Effective Date: <b>7/1/12</b>												
<b>Activity:</b>															
<b>Roadway Pump Preventative Maintenance Inspection</b>		<b><u>Check Environmental BMP</u></b>													
<b>Description and Purpose:</b>															
Routine preventative maintenance inspections of roadway pump facilities.															
<b>Performance Guideline:</b>															
Insure pump stations are fully operational and in good service repair. This shall be accomplished by performing appropriate inspections.															
<b>Statewide Average Crew Size</b>		<b>Work Method</b>													
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		<b><u>Method A: Weekly / Monthly Inspection</u></b> <sup>1</sup> 1. Check condition of stations/perimeters. 2. Check engine pre-heaters. 3. Check battery voltages and charger operation. 4. Test run engines and pumps. 5. Dewater sumps/basins, and tunnels. 6. Check and adjust gas detection system. 7. Ensure proper fluid level on all equipment. 8. Inspect for/ removal of Graffiti from buildings and walls. 9. Check fuel levels / transport fuel to fuel tanks. 10. Clean station. 11. Check fire suppression systems. 12. Check fire extinguishers. 13. Check / cleanwater sensing probes. 14. Check Telemetry System. 15. Check station lighting. 16. Check equipment belts and hoses. 17. Inspect chain / hook on hoists. 18. Perform PM on hoist / gantry. 19. Clean debris / weed control around buildings.													
<b>Equipment Options</b>															
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<b>Material Options</b>		<b><u>Method B: Annual Inspection</u></b> <sup>1</sup> 1. Service engine & pumps. 2. Change fluids. 3. Perform annual fire extinguisher inspections through vendor. 4. Clean and inspect tunnels / drop shafts. 5. Perform annual hoist inspection													
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Code	Description														
N/A															
<b>Accomplishment - Units</b>															
<b>Notes:</b>															
1. Report only one method per Crew Work Report. Use appropriate suffix letter to designate method used as follows: When using <b>Work Method A</b> report under <b>Activity 1610-A.</b> When using <b>Work Method B</b> report under <b>Activity 1610-B.</b>															
2. Use Expenditure Tab to enter any materials used.															

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 160 Activity Number: <b>1611</b> Effective Date: <b>7/1/12</b>										
Activity:		Page 1 of 2											
<b>Roadway Pump Station Troubleshooting &amp; Repair</b>		<b><u>Check Environmental BMP</u></b>											
Description and Purpose:													
To repair and or replace pump station components that meet or exceed OEM equipment and to repair with OEM parts.													
Performance Guideline:													
Respond to trouble calls making proper assessment of situation and repairs if needed.													
Statewide Average Crew Size		Work Method											
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 3		<b>A. ENGINE:</b> 1. Review for adequate fuel; ignition; cranking capabilities. 2. Run engine, if feasible, to locate/determine fault. 3. Use of proper test equipment to determine engine condition. 4. Lock out or tag out engine, when applicable. 5. Remove as primary engine call. 6. Records parts/performance needed.  <b>B. DRIVE LINE:</b> 1. Inspect U-joints for wear. 2. Inspect for crack, dents, etc. 3. Check lubrication @ U-joints and slip joints. 4. Lubricate with proper grade grease. 5. Torque flange bolts to proper Ft./Lbs. 6. Adjust / repair clutch system.  <b>C. CONTROLS:</b> 1. Check condition of controls in the auto and manual settings. 2. Perform electrical meter check to determine fault. 3. Use of schematic for system diagrams. 4. Disconnect source of power to units to be worked. 5. Check charge rate of chargers in batteries. 6. Disconnect utility power to check UPS/PLC operation. 7. System check of water sensing devices. 8. Fire alarm / suppression system 9. Gas Detector  <b>D. PUMPS:</b> 1. Check fluids for proper level and grade. 2. Determine proper rotation (3-phase electrical pumps). 3. Clean intakes of any obstructions. 4. Replace seals. 5. Determine hot spots/noises on gear heads.  Continued on Page 2											
Equipment Options													
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Code	Description												
N/A													
<b>Accomplishment - Station Components</b>													
Continued On Page 2													

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 160 Activity Number: <b>1611</b> Effective Date: <b>7/1/12</b>
Activity: <b>Page 2 of 2</b>		
<b>Roadway Pump Station Troubleshooting &amp; Repair</b>		<b>(Continued)</b>
Description and Purpose:		
Refer to Page 1		
Work Method continued:		
<p><b>E. BUILDING ELECTRICAL:</b></p> <ol style="list-style-type: none"> <li>Determine dead zone by use of electrical meter.</li> <li>Check all breakers related to fault.</li> <li>Determine conditions of breakers.</li> <li>Check for proper voltage / amperage of utilities.</li> </ol> <p><b>F. FUEL SYSTEM:</b></p> <ol style="list-style-type: none"> <li>Check for proper level.</li> <li>Check for impurities in diesel fuels.</li> <li>Determine/repair any leaks for liquid or high pressure systems.</li> <li>Perform system checks on regulators (LP, Natural Gas).</li> </ol> <p><b>G. TELEMETRY SYSTEM:</b></p> <ol style="list-style-type: none"> <li>Perform simulation of alarms on stations RTU's.</li> <li>Check voltage of charger and batteries on RTU's.</li> <li>Check antennas condition.</li> <li>Perform check of relays.</li> <li>Check fuses.</li> </ol> <p><b>H. STRUCTURAL:</b></p> <ol style="list-style-type: none"> <li>Repair or replace all doors, hatches, flap gates; hoists, awning, gates, valves (water &amp; fuel), backflows, screening, hangers and locks.</li> </ol> <p><b>J. MISCELLANEOUS:</b></p> <ol style="list-style-type: none"> <li>Miscellaneous repairs not covered by Work Methods A thru H.</li> </ol> <p>When using this activity, use of a suffix letter is required in order to designate components repaired within the pump station.</p> <p>Work location must always be reported.</p>		
Notes:		
<ol style="list-style-type: none"> <li>Use Expenditure Tab to enter any materials used.</li> </ol>		



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 160 Activity Number: <b>1690</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Other Drainage Maintenance and Repair</b>		<b><u>Check Environmental BMP</u></b>
<b>Description and Purpose:</b>		
All work in support of drainage maintenance which is of insufficient scope to justify an independent activity, shall be reported on this activity.		
<b>Performance Guideline:</b>		
<p>Included are activities performed for miscellaneous drainage maintenance that are not covered by <b>Activities 1601 through 1611</b>, such as:</p> <ul style="list-style-type: none"> <li>A. Minor Sand Drift Removal</li> <li>B. Repair Minor Scouring</li> <li>C. Installation of New Drainage</li> <li>D. Retaining Wall, Cribbing Repair</li> <li>E. Work on Gunite Slopes</li> <li>F. Repair or Replacement of Minor Structures or Drainage Installations</li> <li>G. Emergency Monitoring of Pump Maintenance Telemetry System / Pagers</li> <li>H. Clean Pipe and Drop Inlets with Special Equipment</li> <li>I. Scale Cuts</li> <li>J. Clean and Reshape Grader Ditches (Crown Ditches) <sup>2</sup></li> <li>K. Clean Behind Jersey Barrier and Rock Fences</li> <li>M. Emergency Bridge / Structure Inspection</li> <li>N. Clean or Repair Erosion, etc, on Freeway Pumps, Drains</li> <li>R. Re-establish River Banks / Erosion Repair</li> </ul> <p>This list is not all-inclusive. Other unclassified drainage maintenance may be charged to this activity.</p>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>1. 404 Permits required. Contact your District Environmental Coordinator for clarification and/or compliance.</li> <li>2. Reseeding will be required.</li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 170 Activity Number: <b>171</b> Effective Date: <b>7/1/12</b>			
<b>Activity:</b>					
<b>Plow Snow and/or Apply Abrasives / De-icers</b>		<u><b>Check Environmental BMP</b></u>			
<b>Description and Purpose:</b>					
Plow snow and/or apply de-icing agents to the roadway as conditions warrant under the ADOT District Snow and Ice Control Plan. <b>(Stipend Activity)</b>					
<b>Performance Guideline:</b>					
Plow and/or apply abrasives / de-icers to locations where needed. Abrasive material may be treated with de-icing agents.					
<b>Statewide Average Crew Size</b>		<b>Work Method</b>			
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 1		1. Plow and/or apply abrasives or de-icer to assigned routes. 2. Warning signs shall be placed or erected as			
<b>Equipment Options</b>					
Code	Description	Code	Description		
01	Pickup	42	Spreader		
02/03/04	Truck	50	Water Tank		
09	Truck, Misc.	56	Arrow / Message board		
10	Grader				
11	Loader				
13	Dozer				
40	Snow Blower				
41	Snow Plow				
<b>Material Options</b>					
Code	Description	Code	Description	Code	Description
03M	Sand Produced	11M	Cinders (Fine)	21X	Magnesium Chloride-Dry
03X	Salt	12M	Cinders Purchased	22X	CMA (Calc. Mag. Acetate)
04M	Sand Purchased	16X	Calcium Chloride	23X	Misc De-Icer - Liquid
05M	Cinders (Course)	20X	Magnesium Chloride-Liq.	24X	Misc De-Icer - Dry
				29X	Brine
<b>Accomplishment - Mile</b>					
<b>Notes:</b>					
1. One employee will be designated at the start of each shift to perform PM (Preventative Maintenance) check list on the loader to be used and to record usage hours.					
2. Mileage will begin upon leaving the yard, and will end upon entering the yard at the end of the shift.					
3. When more than one shift is necessary to accommodate snow activity, report under the appropriate suffix letter:					
<div style="text-align: center;"> <b>171-A: First Shift    171-B: Second Shift</b> </div>					
4. Drift control to be reported as <b>Activity 171-T.</b>					

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 170 Activity Number: <b>172</b> Effective Date: <b>7/1/12</b>						
<b>Activity:</b>								
<b>Winter Storm Patrol</b>		<u><b>Check Environmental BMP</b></u>						
<b>Description and Purpose:</b>								
Conduct winter patrol of snow and ice areas of the road to determine the possible development of hazardous conditions requiring maintenance attention. <b>(Non Stipend Activity)</b>								
<b>Performance Guideline:</b>								
Winter storm patrol shall be used as weather forecasts and conditions warrant.								
<b>Statewide Average Crew Size</b>		<b>Work Method</b>						
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 1		1. Patrol snow and ice areas. 2. Determine maintenance required. 3. Call out assistance, if needed. 4. Place warning signs as needed.						
<b>Equipment Options</b>								
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Code	Description							
	N/A							
<b>Accomplishment - Miles Patrolled</b>								
<b>Notes:</b>								
1. This Activity is for patrolling only in anticipation of a winter storm. If plowing snow and/or applying abrasives is required, use <b>Activities 171 or 173</b> . 2. Mileage will begin upon leaving the yard, and will end upon entering the yard at the end of the shift. 3. When more than one shift is necessary to accommodate snow activity report under the appropriate suffix letter: <div style="text-align: center;"> <b>171-A: First Shift    171-B: Second Shift</b> </div>								

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 170 Activity Number: <b>173</b> Effective Date: <b>7/1/12</b>																																							
<b>Activity:</b>																																									
<b>Spot Ice Control</b>		<u><b>Check Environmental BMP</b></u>																																							
<b>Description and Purpose:</b>																																									
The application of abrasives, treated abrasives, de-icing or anti-icing agents to areas where ice exists. <b>(Stipend Activity)</b>																																									
<b>Performance Guideline:</b>																																									
This activity is to be used when weather or storm conditions are such that require the application of abrasives, treated abrasives, de-icing or anti-icing agents to ice spots on roadways.																																									
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																																							
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 1		1. Apply abrasives, treated abrasives, and/or liquid deicers/anti-icing agents where needed along assigned routes. 2. Warning signs shall be placed, erected, or dropped as needed.																																							
<b>Equipment Options</b>																																									
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<b>Accomplishment - Miles Treated</b>																																									
<b>Notes:</b>																																									
1. When more than one shift is necessary to accommodate snow activity report under the appropriate suffix letter. <div style="text-align: center;"> <b>173-A: First Shift    173-B: Second Shift</b> </div> 2. Mileage will begin upon leaving the yard, and will end upon entering the yard at the end of the shift. 3. For Spot Ice Control required on Bridge Decks, report as <b>Activity 173-D</b> . 4. One employee will be designated at the start of each shift to perform PM (Preventative Maintenance) check list on the loader to be used and to record usage hours. 5. Drift control to be reported as <b>Activity 173-T</b> .																																									

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 170 Activity Number: <b>174</b> Effective Date: <b>7/1/12</b>										
<b>Activity:</b>												
<b>Anti-Icing w/ Deicers</b>		<b><u>Check Environmental BMP</u></b>										
<b>Description and Purpose:</b>												
The application of Anti-icing agents to Roadway in advance of winter storms or when weather conditions warrant.												
<b>(Stipend Activity)</b>												
<b>Performance Guideline:</b>												
Activity should be used to reduce chances of ice forming on roadway.												
<b>Statewide Average Crew Size</b>		<b>Work Method</b>										
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 1		<ol style="list-style-type: none"> <li>1. Apply anti-icing agents to areas where needed along assigned routes. Use pre-determined calibrated amounts.</li> <li>2. Warning signs shall be placed, erected, or dropped as needed.</li> </ol>										
<b>Equipment Options</b>												
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Code	Description											
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23X	Misc. De-Icier - Liquid											
29X	Brine											
<b>Accomplishment - Lane Miles</b>												
<b>Notes:</b>												
<ol style="list-style-type: none"> <li>1. Supervisors are encouraged to perform in daytime for visibility.</li> </ol>												

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 170 Activity Number: <b>175</b> Effective Date: <b>7/1/12</b>				
<b>Activity:</b>						
<b>Cleaning of All Snow Related Equipment</b>		<u><b>Check Enviromental BMP</b></u>				
<b>Description and Purpose:</b>						
To remove de-icer from equipment to prevent excessive corrosion. <b>(Non Stipend Activity)</b>						
<b>Performance Guideline:</b>						
Clean and inspect equipment. As washed, perform adjustments to equipment as needed. (Plow bits, spreader chain, etc.)						
<b>Statewide Average Crew Size</b>		<b>Work Method</b>				
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		<ol style="list-style-type: none"> <li>1. Wear all Personal Protection Equipment as required for cleaning.</li> <li>2. Unload de-icer to stockpiles</li> <li>3. Wash all equipment.</li> <li>4. Remove spreader &amp; plow. Store in proper areas.</li> </ol>				
<b>Equipment Options</b>						
Varies						
<b>Material Options</b>						
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td>N/A</td> </tr> </tbody> </table>		Code	Description		N/A	
Code	Description					
	N/A					
<b>Accomplishment - Equipment Units <sup>1</sup></b>						
<b>Notes:</b>						
<ol style="list-style-type: none"> <li>1. Equipment Unit = 1 piece of equipment (w/ ADOT Equipment Services #)</li> <li>2. When accounting for Equipment units being washed account for them by checking the "equipment was transported via this CWR and not used" box located on the equipment tab.</li> </ol>						

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 170 Activity Number: <b>179</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Other Snow and Ice Control (Non Stipend Activity)</b>		<b><u>Check Environmental BMP</u></b>
<b>Performance Guideline:</b>		
This activity shall be used only for snow and ice control and related support work which cannot be performed as <b>Activity 171 - 175</b> . Proper safety devices and signs shall be used in every case where work exposure to traffic.		
The following suffix letters shall be used:		
<ul style="list-style-type: none"> <li><b>A. First Shift</b></li> <li><b>B. Second Shift</b></li> <li>C. Transport of Anti De-Icing Materials to Location</li> <li>D. Prepare Equipment Before Storm (Mount Plows, Spreaders, Calibrate Equip, etc.)</li> <li>E. Remove Equipment After Storm</li> <li>F. Emergency Radio Operation</li> <li>G. Set up, Man, and/or Maintain Temporary Road Blocks.</li> <li>H. After Storm Clean Up Using Loader, Snowblower, Grader, etc.</li> <li>I. Mix De-Icing Agents with Abrasives</li> <li>J. Erect, Dismantle, Repair and otherwise Maintain Snow Fence</li> <li>K. Sweep / Remove Cinders / Sand Related to Snow and Ice Control</li> <li>L. Open or Close Snow, Ice and other Related Warning Signs (includes Maintenance Supervisor's Time)</li> <li>M. Snow Marker Maintenance / Snow Signs (if Work is Performed by Hwy Maint ORG)</li> <li>N. Close, Barricade and/or Inspect Closed Highway *</li> <li>Q. Production of Brine</li> <li>S. Shift Supervisor</li> <li>U. Fuel and Service Equipment in Field</li> <li>V. Receiving and Stockpiling Snow Related Materials</li> </ul>		
<b>Accomplishment - Labor Hours</b>		
<p>Suffix letter "N" shall be used when any highway or portion of a highway is closed and barricaded because of heavy snow. The entire length of the closed highway shall be inspected for stranded vehicles and motorists following the closure. Inspection will start as soon as conditions permit, utilizing any form of transportation, including air transportation.*</p> <p>Inspection of a closed highway will be documented in the comment section of the completed Daily Work Report. The comments shall include the following:</p> <p>Date of inspection; Route inspected with the beginning and ending mileposts; Name of employee(s) making the inspection, and results of this inspection.</p> <p style="text-align: center;"><b>"CONSULT DISTRICT SNOW PLAN"</b></p>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>1. Enter "YARD" as Job # on Crew Work Report when suffix letter is used for work not being accomplished on the roadway. Report the nearest location to the yard on the Crew Work Report.</li> <li>2. <b>NOTE: Use multiple suffixes when shifts are involved.</b></li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 180 Activity Number: <b>180</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Major Damage and Disaster Maintenance</b>		
<b>Performance Guideline:</b>		
<p>This activity shall be used only for those failures and damages which are of such magnitude that they exceed the scope of any routine activity and/or when a project number has been assigned for reimbursement purposes.</p> <p>Please review <b>Activity 181</b> before reporting on this activity.</p> <p><b>EQUIPMENT METERS ARE REQUIRED</b></p> <p>The types of work covered under this activity are major slides, undercuts / undermines, washouts, flooding, structural damage, traffic signal damage, etc., of extraordinary size and scope.</p> <p><b>(See Suffix letters below)</b> Use this activity when the estimated expenditures within one mile of highway is \$5,000 or more.</p> <p>For tracking purposes, Districts may assign a Job Number <u>temporarily</u> for use on work reports, if reimbursement is anticipated. Once the appropriate "H" project number has been assigned, District is responsible for contacting the Orgs if applicable. District will keep a record of number(s) assigned.<sup>1</sup></p> <p>The following suffix letters are assigned for use on this activity:</p> <ul style="list-style-type: none"> <li>A. First Shift</li> <li>B. Second Shift</li> <li>C. Fires</li> <li>D. Floods</li> <li>E. Slides</li> <li>F. Undercutting / Undermining</li> <li>G. Structural Damage</li> <li>H. Traffic Signal Damage</li> <li>T. Transport Driver</li> </ul> <p>This list is not all inclusive. Other unclassified Major Damage &amp; Disaster Maintenance support work may be charged to this activity.</p>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>Report under actual Suffix that best describes activity being performed, even when an H Project Number has been assigned by District.</li> <li>See SAF 6.01-Incident Management Documentation Guidelines for any additional guidance or requirements</li> </ol> <p style="text-align: center;"><a href="#"><u>EPM-6.01 Incident Management Documentation Guidelines</u></a></p>		



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 180 Activity Number: <b>181</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Emergency Response Administration</b>		
<b>Performance Guideline:</b>		
<p>This activity shall be used only for declared emergencies that may be reimbursable.</p> <p>Maintenance Org Supervisors, Maintenance Superintendents, Maintenance Lead persons, Maintenance Analysts and/or Maintenance Administrative Assistants must use this activity to track their time and location of the declared emergency.</p> <p>If the District has assigned a Project Number, use of the Project Number is required when reporting this activity.</p> <p><b>EQUIPMENT METERS ARE REQUIRED</b></p>		
<p><b>The following suffix letters shall be used:</b></p> <ul style="list-style-type: none"> <li>A. Supervision</li> <li>B. Lead Person</li> <li>C. Paper Work</li> <li>D. Field Work</li> <li>E. Contractor Work - Field Review or Writing of Contract</li> </ul> <p>Districts may call Maintenance Management Services to request a new suffix letter be assigned.</p>		
<b>Accomplishment - Labor Hours</b>		
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>Each location will require a new work report.</li> <li>Meter entries are required for all equipment reported on this activity.</li> <li>See SAF 6.01-Incident Management Documentation Guidelines for any additional guidance or requirements</li> </ol> <p><a href="#"><u>EPM-6.01 Incident Management Documentation Guidelines</u></a></p>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b> <b>(JSA)</b>	Program Number: 190 Activity Number: <b>191</b> Effective Date: 7/1/12
Activity:			
Bluestake and Encroachment Permit			
Description and Purpose:			
A. Bluestake Marking <sup>1</sup> B. Encroachment Permits <sup>1</sup> E. Electronic Bluestake Ticket Generator <sup>1</sup> <b>EB. EMERGENCY BLUESTAKE<sup>1</sup></b>			
Performance Guideline:			
N/A			
Statewide Average Crew Size		Work Method	
<b>Highway Operations Worker</b> Traffic Signals Tech II      HOT 1 / 2 / 3 / 4 Traffic Signals Ops Unit Mgr I  Average Crew Size: 1		<b>A. BLUESTAKE MARKING</b>  1. Place safety devices and signs, as needed. 2. Locate and measure lines. 3. Mark lines in approved manner. 4. Remove safety devices and signs. 5. Make report to supervisor.  <b>B. ENCROACHMENT PERMITS</b>  1. Monitor / inspect / correct permit compliance. 2. Report status to supervisor. 3. Sign-off on permit upon completion. 4. Forward documents to district.  <b>E. ELECTRONIC BLUESTAKE TICKET GENERATOR</b>  1. Place safety devices and signs, as needed. 2. Locate and mark work zone. 3. Enter information into Electronic Bluestake website 4. Confirm all work zone markings are displayed on site.	
Equipment Options			
Code	Description		
01	Pickup		
02	Truck		
Material Options			
Code	Description		
	Varies		
Accomplishment - Labor Hours			
Notes:			
1. Report only one method per Crew work report. Use appropriate suffix letter to designate method used as follows: When using <b>Work Method A</b> report under <b>Activity 191-A.</b> When using <b>Work Method B</b> report under <b>Activity 191-B.</b> When using <b>Work Method E</b> report under <b>Activity 191-E.</b> <b>When using Work Method EB report under Activity 191-EB.</b> 2. If there is a need to report route and milepost, please enter them in <b>Location Tab.</b> 3. Verification of Right of Way. 4. When performing Office Work / Resolution work, report under <b>Activity 191-C.</b> 5. Record Permit # in <b>Tracking Tab</b> of CWR.			

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>	Program Number: 200 Activity Number: <b>209</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Interstate Rest Area Maintenance</b>		<b><u>Check Environmental BMP</u></b>
<b>Description and Purpose:</b>		
Recommended activity frequency is 12 times per year; this activity shall be used only for interstate rest area and related work. This shall include work performed by state personnel at rest areas under contract.		
<b>Performance Guideline:</b>		
<p>The following suffix letters and/or number shall be used:</p> <ul style="list-style-type: none"> <li>A. Water Filtration Plant Repairs</li> <li>B. Well Work</li> <li>C. Sewage Facility Repairs</li> <li>D. Painting</li> <li>E. Equipment Replacement, (i.e. Hot Water Heaters, Heating Units, etc.)</li> <li>F. Building and Residence Repair</li> <li>G. Emergency Closure of Rest Area</li> <li>H. Water Line Repairs or Replacement</li> <li>I. Hauling Water</li> <li>J. General Cleanup of Rest Areas / Parking (includes Landfill Fees)</li> <li>K. Pumping Septic Tanks</li> <li>L. Vegetation Control Other than Routine or Chemical</li> <li>M. Snow and Ice Control</li> <li>N. Vandalism Repair</li> <li>O. Water Samples</li> <li>Q. Chemical Spraying, by Licensed Personnel</li> <li>S. Seeding</li> <li>T. Special Signing in Rest Area</li> <li>U. Hauling &amp; Handling of Materials</li> <li>V. Accident Repair</li> <li>W. Emergency Repair</li> <li>Y. Pavement and Sidewalk Repair</li>   <li>3. Safety Inspections</li> <li>4. Routine Inspections</li> </ul> <p>This list is not all inclusive. Other unclassified interstate rest area support work may be charged to this activity.</p>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>1. Utilities for all rest areas will be reported on <b>Activity 220-R</b>.</li> <li>2. All chemical application shall be done in accordance with the recommendations of the <b>District Environmental Coordinator</b>, and performed by licensed personnel.</li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>	Program Number: 200 Activity Number: <b>220</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Utilities, Roadway</b>		<b><u>Check Environmental BMP</u></b>
<b>Description and Purpose:</b>		
N/A		
<b>Performance Guideline:</b>		
<p>This activity shall be used to report all roadway utility charges.</p> <p>Any utility which is utilized on the road by a highway maintenance or landscape Org shall be reported under this activity. This includes all utility charges for rest areas.</p> <p>In order to track payments being made using this Activity, the following suffix letters will be used to designate the type of utility payments being made:</p> <ul style="list-style-type: none"> <li>E. Electric (If not reported as part of the other systems / utilities listed below) - <b>Activity 220-E</b></li> <li>F. Phone Systems (Emergency phones; Lines for equipment on roadway) - <b>Activity 220-F</b></li> <li>H. Pump House Utilities (All utilities within pump house) - <b>Activity 220-H</b></li> <li>I. Irrigation Systems Utilities - <b>Activity 220-I</b></li> <li>L. Lighting Systems (Any utility for roadway lighting) - <b>Activity 220-L</b></li> <li>M. Org Equipment Bays with Separate Meters - <b>Activity 220-M.</b></li> <li>R. Rest Area Utilities (Any utility for a Rest Area) - <b>Activity 220-R</b></li> <li>T. Tunnel Utilities - <b>Activity 220-T</b></li> <li>W. Water (Not part of irrigation system; Includes water rights being paid with maintenance monies) - <b>Activity 220-W</b></li> </ul> <p>This list is not all inclusive. Other unclassified roadway utilities may be charged to this activity.</p>		
<b>Accomplishment - Dollars</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>1. This activity is <b>planned as an Expenditure Activity</b>. Dollar Resources are planned on the <b>Expenditure Tab</b>. The inventory will be dollars and are planned for the entire year.</li> <li>2. Any materials used on this activity are reported on the <b>Expenditure Tab</b></li> <li>3. Report location of utilities when possible. (All Rest Area utilities are reported on primary direction location).</li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>	Program Number: 200 Activity Number: <b>259</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Rest Area Maintenance (with Location)</b>		<b><u>Check Environmental BMP</u></b>
<b>Description and Purpose:</b>		
Recommended activity frequency is 52 times per year; routine inspections are to be conducted.		
<b>Performance Guideline:</b>		
<p>This activity shall be used only for non-interstate rest area and related work. This shall include work performed by state personnel at rest areas under contract.</p> <ul style="list-style-type: none"> <li>A. Water Filtration Plant Repairs</li> <li>B. Well Work</li> <li>C. Sewage Facility Repairs</li> <li>D. Painting</li> <li>E. Equipment Replacement, (i.e. Hot Water Heaters, Heating Units, etc.)</li> <li>F. Building and Residence Repair</li> <li>G. Emergency Closure of Rest Area.</li> <li>H. Water Line Repairs or Replacement</li> <li>I. Hauling Water</li> <li>J. General Cleanup of Rest Areas / Parking Areas (includes Landfill Fees)</li> <li>K. Pumping Septic Tanks</li> <li>L. Vegetation Control Other than Routine or Chemical</li> <li>M. Snow and Ice Control</li> <li>N. Vandalism Repair</li> <li>O. Water Samples</li> <li>Q. Chemical spraying, by Licensed Personnel <sup>2</sup></li> <li>S. Seeding</li> <li>T. Special Signing in Rest Area</li> <li>U. Hauling &amp; Handling of Materials</li> <li>V. Accident Repair</li> <li>W. Emergency Repair</li> <li>Y. Pavement and Sidewalk Repair</li>   <li>3. Safety Inspections</li> <li>4. Routine Inspections</li> </ul> <p>This list is not all inclusive. Other unclassified interstate rest area support work may be charged to this activity.</p>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>1. Utilities for all rest areas will be reported on <b>Activity 220-R</b>.</li> <li>2. All chemical application shall be done in accordance with the recommendations of the regional <b>District Environmental Coordinator</b>, and performed by licensed personnel.</li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 300 Activity Number: <b>310</b> Effective Date: <b>7/1/12</b>							
<b>Activity:</b>									
<p style="text-align: center;"><b>Landscape Chipping</b></p>									
<b>Description and Purpose:</b>									
Drag and chip stems, limbs and trunks, scatter chips in order to avoid landfill misuse. Recycle resources and avoid unsightly debris within landscape.									
<b>Performance Guideline:</b>									
Coordinate chipping with thinning, or tree and brush removal wherever it is necessary.									
<b>Statewide Average Crew Size</b>		<b>Work Method</b>							
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 4		<ol style="list-style-type: none"> <li>1. Inspect chipper and cutters as required.</li> <li>2. Place safety devices and signs.</li> <li>3. Personnel required to wear proper personal protection equipment.</li> <li>4. Start chipper to insure proper operation.</li> <li>5. Commence dragging stems, limbs or slash to chipper and begin feeding.</li> <li>6. Remove safety devices and signs.</li> </ol>							
<b>Equipment Options</b>									
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02/03/04	Truck								
38	Chipper								
<b>Material Options</b>									
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Code	Description								
N/A									
<p style="text-align: center;"><b>Accomplishment - Labor Hours</b></p>									
<b>Notes:</b>  <div style="text-align: center;">N/A</div>									

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 300 Activity Number: <b>311</b> Effective Date: <b>7/1/12</b>								
<b>Activity:</b>										
<p style="text-align: center;"><b>Trim Trees</b></p>										
<b>Description and Purpose:</b>										
Trim trees in landscaped areas.										
<b>Performance Guideline:</b>										
Different conditions and/or tree varieties require trimming at different times during the year.  Branches shall be trimmed to a minimum of 4' feet above ground for inspection and litter removal, except palms, which shall be trimmed to a minimum of 10' (feet) for fire prevention.										
<b>Statewide Average Crew Size</b>		<b>Work Method</b>								
<b>Highway Operations Worker</b>  HOT 1 / 2 / 3 / 4  Average Crew Size: 4		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Workers should use proper trimming techniques.</li> <li>Trim Tree<sup>1</sup></li> <li>Pile trimmings for pickup or chip on site.</li> <li>Load trimmings, if not chipped on site, and secure load.</li> <li>Remove safety devices and signs.</li> </ol>								
<b>Equipment Options</b>										
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Code	Description									
	N/A									
<p style="text-align: center;"><b>Accomplishment - Trees<sup>1</sup></b></p>										
<b>Notes:</b> <ol style="list-style-type: none"> <li>One &amp; a half (1 1/2) inch or larger caliper limb equals one (1) tree.</li> <li>One worker drives truck to disposal site while other worker continues.</li> <li>Landfill / Dump Fees are reported on the Expenditure Tab</li> </ol>										

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 300 Activity Number: <b>314</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Replace Trees</b>		<u><b>Check Environmental BMP</b></u>
<b>Description and Purpose:</b>		
Replace trees lost due to traffic damage, lightning or disease.		
<b>Performance Guideline:</b>		
Trees shall be replaced in the landscaped area if they are dead, severely damaged or diseased, except if they are located in an overgrown grouping, or negatively impact public safety.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 4		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Mark irrigation lines.<sup>1</sup></li> <li>Prepare planting pit.</li> <li>Add amendments to backfill.</li> <li>Remove container &amp; set tree to proper depth.</li> <li>Install stakes, guys and emitters.</li> <li>Clean and rake area.</li> <li>Remove safety devices and signs.</li> </ol>
<b>Equipment Options</b>		
Code	Description	
01	Pickup	
02/03/04	Truck	
11	Skid Steer w/ Attachments	
57	Attenuator w/ Arrowboard	
<b>Material Options</b>		
Code	Description	Code Description
03D	Gabions (Rock Baskets All Sizes)	12L Tree, Palm
05D	Rip Rap Wire	13L Tree, Eucalyptus
07M	Stone (Rip Rap, etc.)	14L Tree, Other
08L	Soil Amendments	23F Fence, Silt (Filter Fabric)
11D	Wattles	93L Sand Bags
11L	Tree, Native	
12D	Stakes	
<b>Accomplishment - Trees</b>		
<b>Notes:</b>		
1. Bluestaking is reported under <b>Activity 191-A</b> .		



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 300 Activity Number: <b>315</b> Effective Date: <b>7/1/12</b>										
<b>Activity:</b>												
<b>Remove Trees</b>		<u><b>Check Environmental BMP</b></u>										
<b>Description and Purpose:</b>												
Remove trees inhibiting sight distance, loss due to traffic damage, lightning, or disease.												
<b>Performance Guideline:</b>												
Trees shall be removed from the landscape when they negatively impact public safety, loss due to traffic damage, lightning or disease.												
<b>Statewide Average Crew Size</b>		<b>Work Method</b>										
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 4		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Mark irrigation lines.<sup>1</sup></li> <li>Remove tree.</li> <li>Cut / chip into manageable lengths and load onto truck.</li> <li>Repair soil, rake and remove debris.</li> <li>Cap off unused irrigation lines.</li> <li>Remove safety devices and signs.</li> </ol>										
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<b>Notes:</b> <ol style="list-style-type: none"> <li>Bluestaking is reported under <b>Activity 191-A</b>.</li> <li>Landfill / Dump Fees are reported on the Expenditure Tab</li> </ol>												

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 300 Activity Number: <b>321</b> Effective Date: <b>7/1/12</b>										
<b>Activity:</b>												
<b>Trim Shrubs / Ground Cover</b>												
<b>Description and Purpose:</b>												
Trim shrubs and ground cover in landscaped areas to maintain sight distance, or to improve plant barrier density.												
<b>Performance Guideline:</b>												
Various conditions and/or shrub varieties require pruning at different times during the year.												
<b>Statewide Average Crew Size</b>		<b>Work Method</b>										
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 4		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Trim as recommended by the Phoenix District landscape architect.<sup>1</sup></li> <li>Pile trimmings for pickup.</li> <li>Load/chip trimmings and secure load.</li> <li>Remove safety devices and signs.</li> </ol>										
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Code	Description											
	N/A											
<b>Accomplishment - Plants <sup>1</sup></b>												
<b>Notes:</b>												
<ol style="list-style-type: none"> <li>One-half (1/2") to one (1") inch = 1 plant for accomplishment purposes.</li> <li>One worker drives truck to disposal site while other workers continue.</li> <li>Landfill / Dump Fees are reported on the Expenditure Tab</li> </ol>												

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 300 Activity Number: <b>323</b> Effective Date: <b>7/1/12</b>																								
<b>Activity:</b>																										
<b>Replace Shrubs / Ground Cover</b>		<u><b>Check Environmental BMP</b></u>																								
<b>Description and Purpose:</b>																										
Replace shrubs and ground cover lost through traffic damage or disease in landscaped areas.																										
<b>Performance Guideline:</b>																										
Replace shrubs and ground cover plants which function as screening or are an integral part of a coherent landscape mass.																										
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																								
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 4		1. Place safety devices and signs. 2. Add amendments such as gypsum, organic matter, chelated iron as needed. 3. Rake material lightly into soil. 4. Remove safety devices and signs.																								
<b>Equipment Options</b>																										
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<b>Accomplishment - Shrubs</b>																										
<b>Notes:</b>  <div style="text-align: center;">N/A</div>																										

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 300 Activity Number: <b>324</b> Effective Date: <b>7/1/12</b>												
<b>Activity:</b>														
<b>Remove Shrubs / Ground Cover</b>		<u><b>Check Environmental BMP</b></u>												
<b>Description and Purpose:</b>														
Remove shrubs / ground cover that interfere with sight distance, hazard markers, or have been lost through traffic damage or disease. This includes over-planted areas which need thinning for irrigation inspection and repair functions.														
<b>Performance Guideline:</b>														
Remove shrubs and ground cover plants, cap off irrigation and clean up area.														
<b>Statewide Average Crew Size</b>		<b>Work Method</b>												
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 4		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Have approved dust control plan and permit, as required.</li> <li>Bluestake required.</li> <li>Remove target plants.</li> <li>Rake, level and remove debris from area or chip on-site.</li> <li>Cap off unnecessary irrigation lines.</li> <li>Dispose of shrubs and debris.</li> <li>Remove safety devices and signs.</li> </ol>												
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<b>Accomplishment - Shrubs</b>														
<b>Notes:</b>														
<ol style="list-style-type: none"> <li>Landfill / Dump Fees are reported on the Expenditure Tab</li> <li>Blue Staking is reported under <b>Activity 191-A</b></li> </ol>														

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 300 Activity Number: <b>332</b> Effective Date: <b>7/1/12</b>															
Activity:																	
Irrigation Inspection		<u>Check Environmental BMP</u>															
Description and Purpose:																	
Assure proper operation of all irrigation systems. This includes inspection of emitters, sprinkler heads distribution tubing, radio-controlled irrigation components, and testing of backflow prevention systems annually.																	
Performance Guideline:																	
Activate valves, visually inspect emission points, distribution tubing, bubblers, sprinklers, leaks and broken lines, test solenoids, controllers and backflow prevention devices. Minor repairs shall be made at time of inspection.																	
Statewide Average Crew Size		Work Method															
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 1		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Test all meters, control panels, valves radios and backflow prevention devices.</li> <li>Activate valves. (Data Industrial)</li> <li>Inspect distribution lines for leaks.</li> <li>Make minor repairs as needed.</li> <li>Inspect / adjust sprinkler heads.</li> <li>Inspect / clean / replace drip emitters and/or bubblers.</li> <li>Prepare work order for non-scheduled maintenance and repairs.</li> <li>Maintain inspection log of test data.</li> </ol>															
Equipment Options																	
Code	Description																
01	Pickup																
57	Attenuator																
Material Options																	
Code	Description																
22L	<b>Minor</b> Irrigation Components																
Accomplishment - Units <sup>1</sup>																	
Notes:																	
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	Regulator = 1 Unit	Bubbler = 1 Unit															
	Valve = 1 Unit	Impact Sprinkler = 1 Unit															
2.	Have backflow preventers inspected annually.																

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 300 Activity Number: <b>333</b> Effective Date: <b>7/1/12</b>																			
<b>Activity:</b>																					
<b>Irrigation Repair</b>		<u><b>Check Environmental BMP</b></u>																			
<b>Description and Purpose:</b>																					
Assure proper operation of all irrigation lines. This includes repair / replacement of major / minor distribution lines and laterals under full operating pressure. Assure proper operation of all irrigation appliances. This includes repair of backflow prevention devices, controller devices, solenoids, bubbler heads, valves, sprinkler heads and emitter replacement.																					
<b>Performance Guideline:</b>																					
Replace, repair or rebuild components and irrigation lines to maintain system in good operating condition. Maintain rebuilt or repaired components and repair kits in inventory for immediate replacement of defective devices.																					
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																			
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		<ol style="list-style-type: none"> <li>1. Bluestake prior to activity.</li> <li>2. Place safety devices and signs.</li> <li>3. Have approved dust control plan and permit, as required.</li> <li>4. Shut off water supply to damaged area.</li> <li>5. Make repairs as needed.</li> <li>6. Test for proper operation.</li> <li>7. Remove safety devices and signs.</li> </ol>																			
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<b>Accomplishment - Labor Hours</b>																					
<b>Notes:</b>																					
1. Blue Staking is reported under <b>Activity 191-A</b>																					

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 300 Activity Number: <b>341</b> Effective Date: <b>7/1/12</b>
Activity:		
Granite Erosion Control		<u>Check Environmental BMP</u>
Description and Purpose:		
Repair damage to granite mulch slopes / median caused by storms, broken water supply lines or vehicular damage.		
Performance Guideline:		
Prepare specified aggregate with stabilizer, if needed. Shape rills and gullies. Add granite to damaged areas, shape and compact.		
Statewide Average Crew Size		Work Method
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 4		1. Place safety devices and signs. 2. Have approved dust control plan and permit, as required. 3. Prepare granite aggregate and load. 4. Shape rills and gullies. 5. Add fill material to rills. 6. Add granite mulch to damaged area. 7. Shape and compact granite to slope. 8. Identify need of water spillways. 9. Remove safety devices and signs.
Equipment Options		
Code	Description	
01	Pickup	
02/03/04	Truck	
11	Loader	
31	Mower / Roadside / Tractor	
42	Hydraulic Spreader	
51/52	Trailer	
57	Attenuator	
Material Options		
Code	Description	Code Description
03D	Gabion (Rock Baskets All Sizes)	23F Fence, Silt (Filter Fabric)
05D	Rip Rap Wire	31L Granite, Landscape Aggregate
07M	Stone (Rip Rap, etc.)	32L Soil Stabilizers - Dry
11D	Wattles	93L Sand Bags
12D	Stakes	
Accomplishment - Tons		
Notes:		
N/A		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 300 Activity Number: <b>343</b> Effective Date: <b>7/1/12</b>											
<b>Activity:</b>													
<b>Non-Granite Erosion Control</b>		<a href="#">Check Environmental BMP</a>											
<b>Description and Purpose:</b>													
Repair damage to native soil slopes / median caused by storms, broken water supply lines, and by vehicular damage.													
<b>Performance Guideline:</b>													
Prepare specified fill material with stabilizer, if needed. Shape rills and gullies. Add fill to damaged areas, shape and compact.													
<b>Statewide Average Crew Size</b>		<b>Work Method</b>											
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Have approved dust control plan and permit, as required.</li> <li>Prepare fill material and load.</li> <li>Shape rills and gullies.</li> <li>Add fill to rills and gullies.</li> <li>Shape and compact fill to slope contour.</li> <li>Remove safety devices and signs.</li> </ol>											
<b>Equipment Options</b>													
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Code	Description												
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Code	Description												
09A	Geo Grid												
32L	Soil Stabilizers - Dry												
<b>Accomplishment - Cubic Yards</b>													
<b>Notes:</b>  <div style="text-align: center;">N/A</div>													



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 300 Activity Number: <b>351</b> Effective Date: <b>7/1/12</b>												
<b>Activity:</b>														
<b>Herbicide Vegetation Control - Swath Application Treatment</b>		<b><u>Check Environmental BMP</u></b>												
<b>Description and Purpose:</b>														
Apply chemicals in the landscape to prevent and / or control the growth of weedy vegetation.														
<b>Performance Guideline:</b>														
This activity shall be used for landscape treatments which can be accomplished with a large chemical truck, landscape tractor or hydroseeder using swath or band spray methods.  All personnel safety regulations shall be adhered to.														
<b>Statewide Average Crew Size</b>		<b>Work Method</b>												
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Insure crew is trained and certified in the use of herbicide application.</li> <li>Check calibration and adjust as necessary.</li> <li>Check to ensure that proper chemical labels and MSDS Sheets are in truck.</li> <li>Mix/apply chemicals at prescribed rates in targeted areas according to MSDS and labels.</li> <li>Clean and maintain equipment.</li> <li>Remove safety devices and signs.</li> </ol>												
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Code	Description													
	Use only those herbicides approved for landscape / right-of-way use.													
<b>Accomplishment - Acres</b>														
<b>Notes:</b>														
<ol style="list-style-type: none"> <li>Office of Pest Management (OPM) certified personnel only.</li> <li>When pre-emergents are used, report as <b>Activity 351-B</b>.</li> <li>When Pre-Emergents and Post-Emergents are combined, report as <b>Activity 351-C</b></li> <li>Report quantities used in units of unmixed material.</li> <li>Record liquid herbicides in gallons and dry materials in pounds except as otherwise noted on the PeCoS Highway Maintenance Material List or PeCoS Chemical Code Material List.</li> <li>Complete all required paperwork.</li> </ol>														

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 300 Activity Number: <b>353</b> Effective Date: <b>7/1/12</b>										
<b>Activity:</b>												
<b>Herbicide Vegetation Control - Spot Application Treatment</b>		<b><u>Check Environmental BMP</u></b>										
<b>Description and Purpose:</b>												
Apply chemicals in the landscape to prevent and/or control the growth of weedy vegetation.												
<b>Performance Guideline:</b>												
This activity shall be used for landscape treatments which can be accomplished with a chemical truck using spot treatment methods.  All personnel safety regulations shall be adhered to.												
<b>Statewide Average Crew Size</b>		<b>Work Method</b>										
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 3		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Insure crew is trained and certified in the use of herbicide application.</li> <li>Mix herbicide according to the manufacture's specifications.</li> <li>Check to ensure that proper chemical labels and MSDS sheets are in truck.</li> <li>Apply chemical's at prescribed rate in scheduled areas.</li> <li>Clean and maintain equipment.</li> <li>Remove safety devices and signs.</li> </ol>										
<b>Equipment Options</b>												
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Code	Description											
	Use only those herbicides approved for landscape / right-of-way use.											
<b>Accomplishment - Acres</b>												
<b>Notes:</b>												
<ol style="list-style-type: none"> <li>For chemical control using small hand sprayer or by dry broadcast, report as <b>Activity 353-E</b>.</li> <li>When pre-emergents are used, report as <b>Activity 353-B</b>.</li> <li>When Pre-Emergents and Post-Emergents are combined, report as <b>Activity 351-C</b>.</li> <li>Record liquid herbicides in gallons and dry materials in pounds except as otherwise noted on the PeCoS Highway Maintenance Material List or PeCoS Chemical Code Material List.</li> <li>Comply with Federal and State rules and regulations.</li> <li>Complete all required paperwork.</li> </ol>												

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 300 Activity Number: <b>354</b> Effective Date: <b>7/1/12</b>								
<b>Activity:</b>										
<b>Chemical Control of Vegetation (Other)</b>		<u><b>Check Environmental BMP</b></u>								
<b>Description and Purpose:</b>										
Apply chemicals along roadsides and other areas as required to eradicate, prevent or retard the growth of unwanted vegetation.										
<b>Performance Guideline:</b>										
This activity shall be used to plan, control and report application of herbicides.  The following suffix letters shall be used as indicated: <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">B. Dept. of Corrections</td> <td style="width: 50%;">F. ADOT Maintenance Yards</td> </tr> <tr> <td>D. ADOT Construction</td> <td>G. ADOT District Locations</td> </tr> <tr> <td>E. ADOT Motor Vehicle Division</td> <td></td> </tr> </table> <p>Caution shall be exercised to prevent chemicals from being carried away from designated areas by wind or flowing water, or other natural or artificial causes.</p>			B. Dept. of Corrections	F. ADOT Maintenance Yards	D. ADOT Construction	G. ADOT District Locations	E. ADOT Motor Vehicle Division			
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D. ADOT Construction	G. ADOT District Locations									
E. ADOT Motor Vehicle Division										
<b>Statewide Average Crew Size</b>		<b>Work Method</b>								
<b>Highway Operations Worker</b> NR Mgr 1 & 2 HOT 1 / 2 / 3 / 4  Average Crew Size:    2		<ol style="list-style-type: none"> <li>1. Place safety devices and signs.</li> <li>2. Mix herbicides according to manufacturer specifications.</li> <li>3. Check calibration and adjust as necessary.</li> <li>4. Check to ensure that proper chemical labels and MSDS sheets are in truck.</li> <li>5. Apply chemicals at prescribed rate in authorized areas.<sup>2</sup></li> <li>6. Clean and maintain equipment.</li> <li>7. Remove safety devices and signs.</li> </ol>								
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Code	Description									
	Use only those herbicides approved for landscape / right-of-way use.									
<b>Accomplishment - Acres</b>										
<b>Notes:</b> <ol style="list-style-type: none"> <li>1. Material quantities shall be reported as units of unmixed chemicals:   <div style="margin-left: 40px;">             Report LIQUID chemicals in Gallons.              Report DRY chemicals in Pounds / Ounces.           </div> </li> <li>2. Office of Pest Management (OPM) certified personnel only.</li> <li>3. Complete all required paperwork.</li> </ol>										

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 300 Activity Number: <b>355</b> Effective Date: <b>7/1/12</b>						
<b>Activity:</b>								
<b>Landscape Roadway Communication Equipment</b>		<u><b>Check Environmental BMP</b></u>						
<b>Description and Purpose:</b>								
Assure proper operation of Central Control Computer, FIU, Radios, Antennas, Field Units and Sensors. This includes repair of poor communication between sites.								
<b>Performance Guideline:</b>								
Replace, repair or rebuild components to maintain system in good operating condition. Maintain rebuilt or repaired components, and repair kits, in inventory for immediate replace of defective devices.  Maintain records of faults and actions taken.								
<b>Statewide Average Crew Size</b>		<b>Work Method</b>						
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 1		<ol style="list-style-type: none"> <li>Place safety devices and signs</li> <li>Shut off water supply to damaged area if needed.</li> <li>Make repairs as needed.</li> <li>Test proper operation.</li> <li>Remove safety devices and signs</li> </ol>						
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Code	Description							
	N/A							
<b>Accomplishment - Labor Hours</b>								
<b>Notes:</b>								
<ol style="list-style-type: none"> <li>For Water Conservation report on <b>Activity 355-A</b>.</li> </ol>								

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 300 Activity Number: <b>363</b> Effective Date: <b>7/1/12</b>								
Activity:										
<b>Weed Control</b>		<b><u>Check Environmental BMP</u></b>								
Description and Purpose:										
Hoe, cut and haul grass and weeds growing around trees, shrubs and ground cover beds.										
Performance Guideline:										
Remove weeds with manual tools appropriate to do the task.										
Statewide Average Crew Size		Work Method								
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Assign workers to independent work areas.</li> <li>Weed bed areas and leave in piles for pickup.</li> <li>Weeds accumulated in piles shall be picked up before the end of the shift.</li> <li>Remove safety devices and signs.</li> </ol>								
Equipment Options										
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Code	Description									
04X	Barrel Liners									
<b>Accomplishment - Labor Hours</b>										
Notes:										
<ol style="list-style-type: none"> <li>Areas requiring weeding are to be plotted showing units in each area.</li> <li>Work should be scheduled by designated areas.</li> <li>Landfill / Dump Fees are reported on the Expenditure Tab</li> </ol>										

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>	Program Number: 300 Activity Number: <b>369</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Other Landscape Maintenance</b>		
<b>Description and Purpose:</b>		
N/A		
<b>Performance Guideline:</b>		
<p>This activity shall be used for landscape - related work which cannot be reasonably performed as <b>Activities 310 through 363</b>.</p> <p>Proper safety devices and signs shall be used in every case where work involves exposure to traffic.</p> <p>The following suffix letters shall be used:</p> <ul style="list-style-type: none"> <li>A. Landscape Mowing</li> <li>C. Manual Irrigation</li> <li>D. Litter Pickup</li> <li>F. Stake / Tie Trees</li> <li>G. Fertilize Trees and Shrubs</li> <li>H. Landscape Rodent Control (Chemical)</li> <li>I. Repair Berms and Basins</li> <li>K. Apply Insecticides</li> <li>L. Hand Rake Granite Surface</li> <li>M. Hand Rake Non-Granite Surface</li> <li>N. Adopt-A-Highway</li> <li>R. Miscellaneous Hauling of Debris</li> <li>T. Transient Run with Local Authorities</li> <li>V. Transport / Distribution of Pesticides to Contractors</li>   <li>3. Stump Grinding</li> </ul> <p>This list is not all-inclusive. Other unclassified landscaping support work may be charged to this activity.</p>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
N/A		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b> <b>(JSA)</b>	Program Number: 400 Activity Number: <b>401</b> Effective Date: <b>7/1/12</b>																						
Activity:																									
<b>Maintain Delineators</b>																									
Description and Purpose:																									
Maintain delineators as required to insure readability, visibility, good appearance and alignment.																									
Performance Guideline:																									
All delineators shall be installed and maintained according to current <a href="#">ADOT Standard Specifications for Road and Bridge Construction-2008.</a>																									
Statewide Average Crew Size		Work Method																							
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 1		<ol style="list-style-type: none"> <li>The regional Traffic Engineer and signing and striping Maintenance Supervisor should develop circuit routes for each roadway in the region.</li> <li>Each circuit should be scheduled for maintenance.</li> <li>Place safety devices and signs.</li> <li>An installer should work the assigned portion to completion even though delineators replaced the previous day have been damaged.</li> <li>Remove safety devices and signs.</li> </ol>																							
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<b>Accomplishment - Delineators</b>																									
Notes:																									
<ol style="list-style-type: none"> <li>Material code "15T" (Delineator square) does not include code "21T" (High intensity sticker). Make sure both codes are reported when applicable.</li> <li>The following suffix letters should be used to designate type of work being accomplished:           <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;">               A. Interstate Delineators <b>(401-A)</b>                B. Snow Markers <b>(401-B)</b>                C. Guardrail Tabs (New) <b>(401-C)</b>                D. Barrier Wall Reflectors <b>(401-D)</b>                E. Contractor Damage <b>(401-E)</b>                F. State Forces Damage <b>(401-F)</b> </td> <td style="vertical-align: top;">               H. Snow Plow Damage <b>(401-H)</b>                J. Washing Delineators <b>(401-J)</b>                K. Wildlife Reflectors <b>(401-K)</b>                S. Secondary Roadways <b>(401-S)</b>                WL. Wide Load <b>(401-WL)</b>                X. DPS Crossovers <b>(401-X)</b> </td> </tr> </table> </li> </ol>				A. Interstate Delineators <b>(401-A)</b> B. Snow Markers <b>(401-B)</b> C. Guardrail Tabs (New) <b>(401-C)</b> D. Barrier Wall Reflectors <b>(401-D)</b> E. Contractor Damage <b>(401-E)</b> F. State Forces Damage <b>(401-F)</b>	H. Snow Plow Damage <b>(401-H)</b> J. Washing Delineators <b>(401-J)</b> K. Wildlife Reflectors <b>(401-K)</b> S. Secondary Roadways <b>(401-S)</b> WL. Wide Load <b>(401-WL)</b> X. DPS Crossovers <b>(401-X)</b>																				
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Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 400 Activity Number: <b>402</b> Effective Date: <b>7/1/12</b>																
<b>Activity:</b>																		
<b>Paint Guidelines (Small Striper)</b>																		
<b>Description and Purpose:</b>																		
Paint traffic lines which include center lines, lane lines, no passing stripes, gore stripes and edge stripes on roadways, frontage roads, all re-paved or sealed roadways and other pavement markings.																		
<b>Performance Guideline:</b>																		
Striping should be scheduled to follow seal coats. Coordinate with Maintenance Org Supervisor for sweeping. <sup>1</sup>																		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 5		<ol style="list-style-type: none"> <li>Place all necessary safety devices and signs.</li> <li>Load paint and beads.</li> <li>Broom ahead of striping machine, if necessary.<sup>1</sup></li> <li>Stripe guidelines as required, Operating paint train as follows: Advance warning truck (if necessary) Striping machine with a follow up truck.</li> <li>Clean up and service equipment.</li> <li>Pickup safety devices and signs.</li> </ol>																
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56	Arrow / Message board																	
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02T	Paint - Yellow (water-base)																	
03T	Beads, Reflective																	
<b>Accomplishment - Gallons</b>																		
<b>Notes:</b> <ol style="list-style-type: none"> <li>Maintenance ORGS are responsible for sweeping, reported on <b>Activity 1507</b>.</li> <li>When performing the following activities report under:              Chip Seal, report under <b>Activity 402-H</b>              Micro Seal, report under <b>Activity 402-M</b>              Crack Seal, report under <b>Activity 402-R</b>              Oil Flush, report under <b>Activity 402-S</b>  <b>New Overlay, report under Activity 402-NV</b> </li> </ol>																		



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b> <span style="color: red;">(JSA)</span>		Program Number: 400 Activity Number: <b>403</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Special Pavement Marking</b>		<span style="color: red;"><u>Check Environmental BMP</u></span>
<b>Description and Purpose:</b>		
Paint / tape crosswalks, channelization and other pavement messages, markings, and construction / maintenance detour markings and parking lots.		
<b>Performance Guideline:</b>		
Special pavement marking shall be installed in accordance with ADOT specifications and drawings.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 4		1. Place all necessary safety devices and signs. 2. Broom, layout and mark areas as required. 3. Remove safety devices and signs after work is completed. 4. Clean up and service equipment.
<b>Equipment Options</b>		
Code	Description	
01	Pickup	
02/03/04	Truck	
24	Hand Striper	
25	Striping Machine	
51/52	Trailer	
57	Attenuator w/ Arrowboard	
<b>Material Options</b>		
Code	Description	
01T	Paint - White (water-base) <sup>1</sup>	
02T	Paint - Yellow (water-base) <sup>1</sup>	
03T	Beads reflective	
05T	Thermoplastic Marking Matr'l (Hot Melt)(LB)	
49T	Thermoplastic Hot Melt Tape (Marking Matr'l)	
50T/51T	Thermoplastic Hot Melt TP Symbol (4'-6'; 8' - 9.5')	
<b>Accomplishment - Square Feet</b>		
<b>Notes:</b>		
1. When paint is being used, use <b>Suffix letter "T"</b> 2. Convert materials measured by gallons or pounds to Sq. Feet. 3. When performing the following activities report under: Chip Seal, report under <b>Activity 403-H</b> Micro Seal, report under <b>Activity 403-M</b> Crack Seal, report under <b>Activity 403-R</b> Oil Flush, report under <b>Activity 403-S</b> <b>New Overlay, report under Activity 403-NV</b>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 400 Activity Number: <b>404</b> Effective Date: <b>7/1/12</b>												
Activity:														
<b>Sign Work Order</b>														
Description and Purpose:														
Installation of new signs and/or removal as requested by Traffic Engineer on sign work orders. Proper safety devices and signs shall be used in every case where work involves exposure to traffic.														
Performance Guideline:														
Complete work order in accordance with ADOT specifications and drawings.														
Statewide Average Crew Size		Work Method												
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		1. Coordinate sign request or work order with routine work schedules.												
Equipment Options														
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13T	Sign (Sq. Ft.)													
22T	Sign Post (Linear Ft.)													
26T	Slip Base Assembly													
<b>Accomplishment - Square Feet</b>														
Notes:														
1. Initial signing on new roadways shall be reported as <b>Activity 404-C</b> . 2. Signs damaged by accident shall be reported on <b>Activity 1500-J</b> .														

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 400 Activity Number: <b>405</b> Effective Date: <b>7/1/12</b>						
<b>Activity:</b>								
<b>Inspection, Signs / Pavement Markings</b>								
<b>Description and Purpose:</b>								
Conduct day or night inspection of existing signs.								
<b>Performance Guideline:</b>								
To ensure signs and pavement markings are performing as required.  Designate type of inspection by using one of the following suffix letters: A. Signs B. Pavement Marking / Stripe								
<b>Statewide Average Crew Size</b>		<b>Work Method</b>						
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size:    2		<ol style="list-style-type: none"> <li>Schedule night inspection annually and when condensation is not present.</li> <li>Circuits should be scheduled so all assigned roadways are worked monthly.</li> <li>Record any signing and pavement marking areas needing maintenance.</li> </ol>						
<b>Equipment Options</b>								
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Code	Description							
N/A								
<b>Accomplishment - Miles</b>								
<b>Notes:</b>								
<ol style="list-style-type: none"> <li>Report to Org Supervisor areas of deficiency.</li> </ol>								

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 400 Activity Number: <b>406</b> Effective Date: <b>7/1/12</b>											
<b>Activity:</b>													
<b>Sign Maintenance</b>													
<b>Description and Purpose:</b>													
Repair and replace existing signs.													
<b>Performance Guideline:</b>													
Assigned sign routes should be worked at least once a month to locate and correct sign deficiencies. Suffix letters will be used to designate reason for maintenance of sign. <sup>1</sup>													
<b>Statewide Average Crew Size</b>		<b>Work Method</b>											
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		<ol style="list-style-type: none"> <li>Place all necessary safety devices and signs.</li> <li>Circuits should be scheduled so all assigned roadways are worked monthly.</li> <li>Coordinate sign request with routine work schedules.</li> <li>Remove safety devices and signs.</li> </ol>											
<b>Equipment Options</b>													
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<b>Accomplishment - Square Feet Sign</b>													
<b>Notes:</b>													
<ol style="list-style-type: none"> <li>The following suffix letters should be used to designate reason for maintenance of sign:           <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;">               B. Snow Plow Damage <b>(406-B)</b>                C. Wind Damage <b>(406-C)</b>                D. Sun Damage <b>(406-D)</b>                F. State Forces Damage <b>(406-F)</b>                FM. Base/Foundation Maintenance <b>(406-FM)</b> </td> <td style="vertical-align: top;">               G. Graffiti/Vandalism damage <b>(406-G)</b>                J. Washing Signs <b>(406-J)</b>                K. Changing Posts to New Specs <b>(406-K)</b>                P. Straighten Post <b>(406-P)</b>                W. Other Weather Damage <b>(406-W)</b>                WL. Wide Load <b>(406-WL)</b> </td> </tr> </table> </li> </ol>			B. Snow Plow Damage <b>(406-B)</b> C. Wind Damage <b>(406-C)</b> D. Sun Damage <b>(406-D)</b> F. State Forces Damage <b>(406-F)</b> FM. Base/Foundation Maintenance <b>(406-FM)</b>	G. Graffiti/Vandalism damage <b>(406-G)</b> J. Washing Signs <b>(406-J)</b> K. Changing Posts to New Specs <b>(406-K)</b> P. Straighten Post <b>(406-P)</b> W. Other Weather Damage <b>(406-W)</b> WL. Wide Load <b>(406-WL)</b>									
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Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 400 Activity Number: <b>407</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>			
<b>Pavement Preparation</b>		<b><u>Check Environmental BMP</u></b>	
<b>Description and Purpose:</b>			
Prepare pavement surfaces prior to new striping. All work shall be accomplished according to current ADOT standards.			
<b>Performance Guideline:</b>			
Suffix letters will be used to designate type of preparation being accomplished. <sup>2</sup> Coordinate with Maintenance Org Supervisor for sweeping. <sup>3</sup>			
<b>Statewide Average Crew Size</b>		<b>Work Method</b>	
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 4		<ol style="list-style-type: none"> <li>Place all necessary safety devices and signs.</li> <li>Broom, remove grindings, layout and mark areas as required. <sup>3</sup></li> <li>Remove safety devices and signs after work is completed.</li> <li>Clean up and service equipment.</li> </ol>	
<b>Equipment Options</b>			
Code	Description		
01	Pickup		
02/04	Truck		
21	Broom, SP		
56	Arrowboard		
57	Attenuator w/ Arrowboard		
71	Compressor		
<b>Material Options</b>			
Code	Description		
18T	Foil Backed Pavement Tape		
24T	Temporary Pavement Markers (TABS)		
<b>Accomplishment - Linear Feet<sup>2</sup></b>			
<b>Notes:</b>			
<ol style="list-style-type: none"> <li>All grindings shall be picked up and disposed of properly.</li> <li>Statewide Average Accomplishment can vary greatly depending on type of work being accomplished. Use the following Suffix letters to designate type of preparation being accomplished:             <ul style="list-style-type: none"> <li>C. Spotting centerline &amp; edgeline prior to striping, including layout time <b>(407-C)</b>.</li> <li>D. Sweeping for striping <b>(407-D)</b>.</li> <li>I. Removal of highway paint <b>(407-I)</b>.</li> </ul> </li> <li>Maintenance Orgs may be used for Sweeping, reporting under on <b>Activity 1507</b>.</li> </ol>			

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 400 Activity Number: <b>408</b> Effective Date: <b>7/1/12</b>																
<b>Activity:</b>																			
<b>Raised / Recessed Pavement Marking</b>																			
<b>Description and Purpose:</b>																			
Remove and/or install pavement markings.																			
<b>Performance Guideline:</b>																			
Regional Traffic Engineer assigns areas to be done.																			
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																	
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 5		<b>Work Method B <sup>1</sup></b>  1. Place all necessary safety devices and signs. 2. For raised pavement markers arrange for use of blade or loader from Maint. ORG for removal. 3. For recessed pavement markers use a digging bar for removal. 4. Clean road surface after removal. 5. Remove all safety devices and signs.  <b>Work Method C <sup>1</sup></b>  1. Preheat glue machine at yard while loading signs, materials and generator. 2. Place all necessary safety devices and signs. 3. Broom, layout and mark area as needed. 4. Remove all safety devices and signs. 5. Clean and service equipment.																	
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ORPM	Recessed Pavement Marker																		
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<b>Accomplishment - Pavement Markers</b>																			
<b>Notes:</b>																			
1. Report only one method per Crew Work Report. Use appropriate suffix letter to designate Work Method used as follows: When using <b>Work Method B</b> report as <b>Activity 408-B</b> . When using <b>Work Method C</b> report as <b>Activity 408-C</b> .																			

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>	Program Number: 400 Activity Number: <b>409</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Other Traffic Maintenance</b>		
<b>Description and Purpose:</b>		
N/A		
<b>Performance Guideline:</b>		
<p>This activity shall be used only for sign or striping - related work which cannot be reasonably performed as <b>Activities 401 through 408</b>.</p> <p>Proper safety devices and signs shall be used in every case where work involves exposure to traffic.</p> <p>The following suffix letters shall be used:</p> <ul style="list-style-type: none"> <li>B. Opening / Closing Warning Signs, etc.</li> <li>D. Loading / Unloading Trucks Preparing for Following Work Day. <sup>2</sup></li> <li>G. Making Signs / Bases <sup>2</sup></li> <li>M. Preparing Foundation</li> <li>N. Special Pavement Marking (Non-Standard)</li> <li>Q. Removing Brush from Around Signs or Delineators</li> <li><b>SD Spotting Locations for Delineation</b></li> </ul> <p>This list is not all inclusive. Other unclassified traffic maintenance support work may be charged to this activity.</p>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>1. Charge to route where the majority of work will be performed. DO NOT enter hours in the 'Travel' column of Daily work report.</li> <li>2. When using suffix letter D, G for work in a Yard, use the closest valid location to the yard where the work is being accomplished.</li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 400 Activity Number: <b>421</b> Effective Date: <b>7/1/12</b>						
<b>Activity:</b>								
<b>Statewide Stripe Inspection</b>								
<b>Description and Purpose:</b>								
Inspection of centerline and edgeline stripes, establishing priority for maintenance striping of all state highways.								
<b>Performance Guideline:</b>								
All highways shall be inspected a minimum of once each year. Rating results of Good, Fair or Poor shall be determined. If poor, re-striping will be scheduled. For LOS and Feature Inventory <sup>3 4</sup>								
<b>Statewide Average Crew Size</b>		<b>Work Method</b>						
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		1. Visually inspect highway, as required. 2. Retro-reflectometer readings may be taken to establish a numerical value for the rating. Take a reading every 10 miles; or, whenever there is a distinct change.						
<b>Equipment Options</b>								
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Code	Description							
N/A								
<b>Accomplishment - Driving Inspection Miles</b>								
<b>Notes:</b>								
1. When performing visual inspection, report as <b>Activity 421-A</b> . 2. When establishing ratings with a retro-reflectometer, report as <b>Activity 421-B</b> . 3. LOS on roadway, report as <b>Activity 421-C</b> . 4. Feature Inventory on roadway, report as <b>Activity 421-D</b> . 5. Report ratings shall be entered in the comments section of the work report. 6. All travel associated with <b>Activity 421</b> shall be reported on this activity.								



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 400 Activity Number: <b>422</b> Effective Date: <b>7/1/12</b>																
<b>Activity:</b>																		
<b>Guideline Painting (Large Striper) Tucson Crew</b>																		
<b>Description and Purpose:</b>																		
Paint centerline, lane lines, no-passing stripes, edge stripe and channelization on all routes where the large striper can be used efficiently.																		
<b>Performance Guideline:</b>																		
Striping responsibilities are outlined by the state striping inventory.																		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 6		<ol style="list-style-type: none"> <li>1. Load paint and beads.</li> <li>2. Place all necessary traffic control devices and signs.</li> <li>3. Stripe guidelines as required:</li> <li>4. Remove safety devices and signs after paint is dried.</li> <li>5. Clean and service equipment.</li> </ol>																
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03T	Beads Reflective																	
<b>Accomplishment - Gallons</b>																		
<b>Notes:</b> <ol style="list-style-type: none"> <li>1. Breakdown or standby time of 1 hour or less while working on this activity shall be reported on this activity.</li> <li>2. Breakdown or standby time exceeding 1 hour shall be reported on the applicable activity.</li> <li>3. All travel time associated with <b>Activity 422</b> shall be reported on this activity.</li> <li>4. When performing the following activities report under:             <ul style="list-style-type: none"> <li>Chip Seal, report under <b>Activity 422-H</b></li> <li>Micro Seal, report under <b>Activity 422-M</b></li> <li>Crack Seal, report under <b>Activity 422-R</b></li> <li>Oil Flush, report under <b>Activity 422-S</b></li> </ul> </li> <li>5. When using <b>Activity 422</b>, do not use <b>Activity 459-D</b></li> </ol>																		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 400 Activity Number: <b>423</b> Effective Date: <b>7/1/12</b>																
<b>Activity:</b>																		
<b>Guideline Painting (Large Striper) Holbrook Crew</b>																		
<b>Description and Purpose:</b>																		
Paint centerline, lane lines, no passing stripes, edge stripe and channelization on all routes where the large striper can be used efficiently.																		
<b>Performance Guideline:</b>																		
Striping responsibilities are outlined by the state striping inventory.																		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 6		<ol style="list-style-type: none"> <li>1. Load paint and beads.</li> <li>2. Place all necessary traffic control devices and signs.</li> <li>3. Stripe guidelines as required:</li> <li>4. Remove safety devices and signs after paint is dried.</li> <li>5. Clean and service equipment.</li> </ol>																
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<b>Accomplishment - Gallons</b>																		
<b>Notes:</b> <ol style="list-style-type: none"> <li>1. Breakdown or standby time of 1 hour or less while working on this activity is reported on this activity.</li> <li>2. Breakdown or standby time exceeding 1 hour shall be reported on the applicable activity.</li> <li>3. All travel time associated with <b>Activity 423</b> shall be reported on this activity.</li> <li>4. When performing the following activities report under:             <ul style="list-style-type: none"> <li>Chip Seal, report under <b>Activity 423-H</b></li> <li>Micro Seal, report under <b>Activity 423-M</b></li> <li>Crack Seal, report under <b>Activity 423-R</b></li> <li>Oil Flush, report under <b>Activity 423-S</b></li> </ul> </li> <li>5. When using <b>Activity 423</b>, do not use <b>Activity 459-D</b></li> </ol>																		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 400 Activity Number: <b>425</b> Effective Date: <b>7/1/12</b>																
<b>Activity:</b>																		
<b>Guideline Painting (Large Striper) Phoenix Crew</b>																		
<b>Description and Purpose:</b>																		
Paint centerline, lane lines, no-passing stripes, edge stripe and channelization on all routes where the large striper can be used efficiently.																		
<b>Performance Guideline:</b>																		
Striping responsibilities are outlined by the state striping inventory.																		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 6		<ol style="list-style-type: none"> <li>1. Load paint and beads.</li> <li>2. Place all necessary traffic control devices and signs.</li> <li>3. Stripe guidelines as required:</li> <li>4. Remove safety devices and signs after paint is dried.</li> <li>5. Clean and service equipment.</li> </ol>																
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<b>Notes:</b> <ol style="list-style-type: none"> <li>1. Breakdown or standby time of 1 hour or less while working on this activity is reported on this activity.</li> <li>2. Breakdown or standby time exceeding 1 hour shall be reported on the applicable activity.</li> <li>3. All travel time associated with <b>Activity 425</b> shall be reported on this activity.</li> <li>4. When performing the following activities report under:             <ul style="list-style-type: none"> <li>Chip Seal, report under <b>Activity 425-H</b></li> <li>Micro Seal, report under <b>Activity 425-M</b></li> <li>Crack Seal, report under <b>Activity 425-R</b></li> <li>Oil Flush, report under <b>Activity 425-S</b></li> </ul> </li> <li>5. When using <b>Activity 425</b>, do not use <b>Activity 459-D</b></li> </ol>																		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 400 Activity Number: <b>450</b> Effective Date: <b>7/1/12</b>																			
<b>Activity:</b>																					
<b>Accident Interstate Sign Repair / Replacement</b>																					
<b>Description and Purpose:</b>																					
Repair and/or replace interstate signs which have been damaged by accidents.																					
<b>Performance Guideline:</b>																					
All effort expended by maintenance personnel as the direct result of an accident shall be reported on this activity.																					
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																			
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 3		<ol style="list-style-type: none"> <li>Place all necessary traffic control devices and signs.</li> <li>Replace broken letters, border, copy background, rivets and bolts as required.</li> <li>Replace damaged aluminum panels as required.</li> <li>Repair or replace posts and structures as required.</li> <li>Remove traffic control devices and signs.</li> </ol>																			
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<b>Accomplishment - Square Feet (of Signs)</b>																					
<b>Notes:</b>																					
<ol style="list-style-type: none"> <li>Specific work performed shall be described in comments section on the daily work report.</li> </ol>																					

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 400 Activity Number: <b>451</b> Effective Date: <b>7/1/12</b>						
<b>Activity:</b>									
<b>Interstate Sign Inspection</b>									
<b>Description and Purpose:</b>									
Inspect all signs on mainline interstate highways, cross roads and ramps for sign face condition, longevity of installations and damage or other factors which may affect readability. <sup>1</sup>									
<b>Performance Guideline:</b>									
Inspection shall be accomplished by interstate personnel during routine daily duties.									
<b>Statewide Average Crew Size</b>		<b>Work Method</b>							
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		<b>Method A: <sup>1</sup></b>  1. Stop and conduct inspection of sign conditions and all mounting hardware. 2. Loosen and cross torque all breakaway sign bolts on fuse plate and base plate as required. 3. Clean out around bases as required.  <b>Method B: <sup>1</sup></b>  1. Driving inspection only.							
<b>Equipment Options</b>									
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<b>Accomplishment - Signs</b>									
<b>Notes:</b>									
1. Report only one method per Crew Work Report. Use appropriate suffix letter to designate Method used as follows: <b>Work Method A</b> report as <b>Activity 451-A.</b> <b>Work Method B</b> report as <b>Activity 451-B.</b> A new work report is required when changing routes. 2. LOS on roadway, report as <b>Activity 451-C.</b> 3. Feature Inventory on roadway, report as <b>Activity 451-D.</b> 4. Some sign structures not on the mainline Interstate require special equipment and are maintained by the Interstate sign crew. 5. <b>Inspection of large structures, report as Activity 451-I</b>									

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 400 Activity Number: <b>452</b> Effective Date: <b>7/1/12</b>																		
<b>Activity:</b>																					
<b>Interstate Sign Repair</b>																					
<b>Description and Purpose:</b>																					
Repair and replace mainline interstate signs and/or sign structures.																					
<b>Performance Guideline:</b>																					
Regulatory signs should be repaired as soon as possible for motorist safety.																					
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																			
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 3		<ol style="list-style-type: none"> <li>Place safety devices and signs.</li> <li>Replace broken letters, border, copy background, rivets and bolts as required.</li> <li>Replace damaged aluminum panels.</li> <li>Repair or replace bent posts and other structural members as required.</li> <li>Clean out around bases as required.</li> <li>Remove safety devices and signs.</li> </ol>																			
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<b>Accomplishment - Square Feet (of Signs Repaired)</b>																					
<b>Notes:</b>																					
<ol style="list-style-type: none"> <li>Use the following suffix letters to designate any of the following type of work:           <ol style="list-style-type: none"> <li>Repair of Damage Due to Snow Plows, Graders, Mowers, etc. use <b>Activity 452-B.</b></li> <li>District Sign Work use <b>Activity 452-C.</b></li> <li>Design Change use <b>Activity 452-D.</b></li> <li>WD. Repair of Damage Due to Wind Damage use <b>Activity 452-WD</b></li> </ol> </li> <li>Some sign structures not on the mainline interstate require special equipment and are maintained by the Interstate Sign Crew.</li> <li>Signs damaged by accident shall be repaired and/or replaced on <b>Activity-450.</b></li> </ol>																					

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 400 Activity Number: <b>454</b> Effective Date: <b>7/1/12</b>						
<b>Activity:</b>								
<b>Interstate Night Sign Inspection</b>								
<b>Description and Purpose:</b>								
Inspect all signs on mainline interstate highways, cross roads and ramps, to determine their reflectivity.								
<b>Performance Guideline:</b>								
Night driving inspection of all signs should be made at least once a year. Night driving inspection shall be performed only when condensation is not present on sign faces.								
<b>Statewide Average Crew Size</b>		<b>Work Method</b>						
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		1. Drive route observing reflectivity of signs. 2. Record signs with poor reflectivity on log sheet.						
<b>Equipment Options</b>								
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<b>Accomplishment - Signs</b>								
<b>Notes:</b>								
1. Daytime inspection shall be reported on <b>Activity 451</b> .								

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 400 Activity Number: <b>456</b> Effective Date: <b>7/1/12</b>											
<b>Activity:</b>													
<b>Wash Interstate Signs</b>		<u><b>Check Environmental BMP</b></u>											
<b>Description and Purpose:</b>													
Wash permanent & temporary regulatory, warning, route marker and mainline guide signs on a periodic basis to remove oxidation, road film and other foreign material from sign face.													
<b>Performance Guideline:</b>													
Signs shall be washed as needed to insure readability.													
<b>Statewide Average Crew Size</b>		<b>Work Method</b>											
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 3		<ol style="list-style-type: none"> <li>Place traffic control signs and devices as required.</li> <li>Wash sign.</li> <li>Make emergency repairs as needed.</li> <li>Remove safety devices and signs.</li> </ol>											
<b>Equipment Options</b>													
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<b>9100Z</b>	<b>Anti Graffiti Shield</b>												
<b>9101Z</b>	<b>Anti Graffiti Plate</b>												
<b>Accomplishment - Square Feet (of Sign)</b>													
<b>Notes:</b> <ol style="list-style-type: none"> <li>When Material Code " 40T " Vandalism Remover and "41T" Black Out Paint are used, report as <b>Activity 456-A.</b></li> <li><b>Install Anti Graffiti Devices use Activity 456-G</b></li> </ol>													



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 400 Activity Number: <b>458</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Install Interstate Signs</b>		
<b>Description and Purpose:</b>		
Remove, modify, fabricate and install interstate signs as requested by the Traffic Engineer on sign work orders. Install and remove clearance signs.		
<b>Performance Guideline:</b>		
Signs shall be erected in accordance with ADOT Standard Specifications and Drawings.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 3		<ol style="list-style-type: none"> <li>Place all necessary traffic control devices and signs.</li> <li>Fabricate new sign and/or posts in yard; fabricate rebar cages.</li> <li>Make footings as required.</li> <li>Remove or install sign, breakaway post, or structure.</li> <li>Remove traffic control devices and signs.</li> </ol>
<b>Equipment Options</b>		
Code	Description	
02/03	Truck	
08	Truck, Platform	
09	Truck, Misc.	
56	Arrow / Messageboard	
73	Welder	
83	Mixer	
<b>Material Options</b>		
Code	Description	
	Varies	
<b>Accomplishment - Square Feet</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>Sign damage shall be repaired or replaced on <b>Activity 452</b>.</li> <li>Some sign structures not on the mainline interstate require special equipment and are maintained by the interstate sign crew.</li> <li><b>District Sign work use Activity 458-C</b></li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>	Program Number: 400 Activity Number: <b>459</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Other Interstate Sign / Stripe Maintenance</b>		
<b>Description and Purpose:</b>		
N/A		
<b>Performance Guideline:</b>		
<p>This activity shall be used only for Interstate sign and stripe - related work which cannot be reasonably performed as <b>Activities 421 through Activities 458</b>.</p> <p>Proper safety devices and signs shall be used in every case where work involves exposure to traffic.</p> <p>The following suffix letters shall be used:</p> <ul style="list-style-type: none"> <li>B. Prepare Foundation</li> <li>D. Loading / Unloading Trucks Preparing for Following Work Day</li> <li>E. Assisting Fabrication Sign Shop</li> <li>F. Paint Interstate Sign Structures</li> <li>G. Prepare Signs in Yard</li> <li>H. Prepare Special Use Signs in Yard for Contractor</li> <li>W. Welding</li> </ul> <p>This list is not all inclusive. Other unclassified interstate sign and stripe support work may be charged to this activity.</p>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>Charge to route where the majority of work will be performed. DO NOT enter hours in the 'Travel' column of Daily work report.</li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 500 Activity Number: <b>501</b> Effective Date: <b>7/1/12</b>							
Activity:									
Substrate Material Cutting									
Description and Purpose:									
Prepare and cut substrate materials for signage.									
Performance Guideline:									
Cutting shall be performed in accordance with ADOT sign specifications.									
Statewide Average Crew Size		Work Method							
Hwy. Sign Fabricator II  Average Crew Size: 1		<b>TAKE APPROPRIATE SAFETY PRECAUTIONS<sup>3</sup></b>  1. Check work order to determine which stock will minimize scrap waste. 2. Cut stock to size and radius aluminum blanks as required, by punching or saw cutting. 3. Deburr all aluminum edges with file and sand paper. 4. Load on cart and deliver to applicator shop.							
Equipment Options									
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<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>31Z</td> <td>Aluminum</td> </tr> <tr> <td>33Z</td> <td>Aluminum Plastic Composite</td> </tr> <tr> <td>91Z</td> <td>Sign Mat'I Misc.<sup>4</sup></td> </tr> </tbody> </table>		Code	Description	31Z	Aluminum	33Z	Aluminum Plastic Composite	91Z	Sign Mat'I Misc. <sup>4</sup>
Code	Description								
31Z	Aluminum								
33Z	Aluminum Plastic Composite								
91Z	Sign Mat'I Misc. <sup>4</sup>								
Accomplishment - Square Feet									
Notes:									
1. To account for accomplishments: Count total Square Feet of sheets brought to shear that are cut that day. 2. To account for material used: Count total SQ. FT. of sheets that are cut. Any drop, scrap, or extra material left over, can put in the drop pile and used at a different time. <b>ANY MATERIAL PULLED FROM THE DROP PILE IS NOT TO BE COUNTED AS MATERIAL USED, BECAUSE IT WAS ALREADY COUNTED WHEN IT WAS FIRST CUT.</b> 3. Take appropriate safety precautions. Use proper safe handling techniques. 4. When reporting material code 91Z remember to report: Qty 1.00 - gloves, soap, scrub pads, etc.									

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>	Program Number: 500 Activity Number: <b>503</b> Effective Date: <b>7/1/12</b>
Activity:			
Screen Printing		<b>Check Environmental BMP</b>	
Description and Purpose:			
Print standard messages, symbols and borders on traffic sign blanks or cut to size reflective sheeting			
Performance Guideline:			
Signs shall be printed in accordance with ADOT sign specifications.			
Statewide Average Crew Size		Work Method	
Hwy. Sign Fabricator II  <b>WORK METHOD A: Average Crew Size 1</b> <b>WORK METHOD B: Average Crew Size 1.5</b>		<b>TAKE APPROPRIATE SAFETY PRECAUTIONS<sup>6</sup></b>  1. Read all documents in sign order packet. Make sure the information on sign order requisition matches that on the SFO, including drawing and pictures. 2. <b>CHECK SPELLING</b> 3. Select proper screen and set up press. 4. Use ACTIVITY 509/SUFFIX PS for set up time. SUFFIX PS:--Maximum time per incident .80 HRS total. (1 PERSON) 5. Use ACTIVITY 509/SUFFIX PF for down time. SUFFIX PF:--Maximum time per incident .50 HRS total. (1 PERSON) 6. Prepare printing ink. 7. Print images on skins or sign panels, place in drying rack. 8. Move rack into drying room when full or job is completed.  Work Method A: Small Clam Shell Press Work Method B: Large Format Press	
Equipment Options			
Code    Description  N/A			
Material Options			
Code    Description  Varies <sup>7</sup>			
Accomplishment - Square Feet			
Notes:			
1. When using the Small Clam Shell Press, report as Activity 503-SUFFIX A. 2. When using the Large Format Press, report as Activity 503 - SUFFIX B. 3. TO ACCOUNT FOR ACCOMPLISHMENTS: Count Total Square Feet of Completed Signs and Skins. The SQ. FT. is Multiplied by each pass of color. 4. TO ACCOUNT FOR MATERIAL USED: Count total SQ. FT. of material cut for skins. 5. TO ACCOUNT FOR MATERIAL WASTE (BAD PRINT, ETC.): Count total SQ. FT. of material wasted under comment tab, list total of each material type lost. 6. Take appropriate safety precautions. Use proper safe handling techniques. 7. Material Codes 44Z & 45Z, 60Z-68Z may be appropriate for use on this activity.			

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 500 Activity Number: <b>504</b> Effective Date: <b>7/1/12</b>													
Activity:															
<div style="text-align: center;"><b>Design and Fabricate Print Screens</b></div>															
Description and Purpose:															
Design sign messages and symbols and fabricate screens for sign production.															
Performance Guideline:															
Sign messages, letters and symbols shall conform to ADOT sign specifications.															
Statewide Average Crew Size		Work Method													
Hwy. Sign Fabricator II  Average Crew Size: 1		<ol style="list-style-type: none"> <li>1. Read all documents in sign order packet. Make sure the information on the sign order requisition matches that on the SFO, including drawing and pictures.</li> <li>2. CHECK SPELLING</li> <li>3. Design image for screen.</li> <li>4. Tension fabric to manufacturer specs and adhere fabric to screen frame.</li> <li>5. Apply photo emulsion to tensioned screen.</li> <li>6. Transfer design onto screen using light source and exposure table.</li> <li>7. Gently wash away excess emulsion.</li> <li>8. Block out excess open areas in screen with block out.</li> <li>9. Label Frame</li> <li>10. Reclaim screens as needed.</li> </ol>													
Equipment Options															
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td>N/A</td> </tr> </tbody> </table>			Code	Description		N/A									
Code	Description														
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Material Options															
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Code	Description														
36Z	Polyester Screen Mesh 42"														
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56Z	Screen Emulsions														
<b>60Z-68Z See Material List</b>															
<div style="text-align: center;"><b>Accomplishment - Square Feet</b></div>															
Notes:															
<ol style="list-style-type: none"> <li>1. TO ACCOUNT FOR ACCOMPLISHMENTS: Use total SQ. FT. of each screen that is <u>completed</u> each day.</li> <li>2. TO ACCOUNT FOR MATERIALS USED: Get total of Materials Used by counting the length cut from a roll of mesh X's that same rolls width.</li> </ol>															

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>	Program Number: 500 Activity Number: <b>509</b> Effective Date: <b>7/1/12</b>														
<b>Activity:</b>																
<b>Other Sign Fabrication</b>		<b><u>Check Environmental BMP</u></b>														
<b>Description and Purpose:</b>																
<p>This activity shall be used only for sign fabrication and related work which cannot be reasonably performed as <b>Activities 501 through 504 or 509 through 530.</b></p>																
<b>Performance Guideline:</b>																
<p>The following suffix letters shall be used:</p> <table border="0"> <tr> <td>F.</td> <td>Hinge Folding Signs<sup>1</sup></td> </tr> <tr> <td>H.</td> <td>Material Handling</td> </tr> <tr> <td>K.</td> <td>Miscellaneous Fabrication</td> </tr> <tr> <td>N.</td> <td>Manufacture Bar-Code Labels</td> </tr> <tr> <td>PF.</td> <td>Printing Failure (Bad Screen, ink, trouble shooting)<sup>2</sup></td> </tr> <tr> <td>PS.</td> <td>Printing, Setup &amp; Cleaning<sup>3</sup></td> </tr> <tr> <td><b>SR.</b></td> <td><b>Screen Reclaim</b></td> </tr> </table> <p>Use this, Activity 509-H, in packing area when unranking printed signs. The maximum time needed per horizontal rack should be .5 hrs or less. (1 person)</p> <p>Use this, Activity 509-H, in packing area when unranking printed signs. The maximum time needed per vertical rack should be .75 hrs or less. (1 person)</p> <p>Use this, Activity 509-H, in extruded panel drying area when stacking dried panels on cart. The maximum time needed per loaded panel cart should be .5 hrs or less (2 person)</p> <p>Put the total SQ. FT. of all sign panels that are unracked / stacked from / on a rack / panel cart, (only 1 time per cart load/unranking), this includes CONSTRUCTION signs, in the comment tab.</p> <p>Use this, Activity 509-H, in packing area when helping DISTRICTS load signs. The time needed per DISTRICT LOAD should be .5 hrs or less. (1 person)</p> <p style="text-align: center;"><b>NO SQUARE FEET TO BE COUNTED WHEN HELPING DISTRICT LOAD</b></p>			F.	Hinge Folding Signs <sup>1</sup>	H.	Material Handling	K.	Miscellaneous Fabrication	N.	Manufacture Bar-Code Labels	PF.	Printing Failure (Bad Screen, ink, trouble shooting) <sup>2</sup>	PS.	Printing, Setup & Cleaning <sup>3</sup>	<b>SR.</b>	<b>Screen Reclaim</b>
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H.	Material Handling															
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PS.	Printing, Setup & Cleaning <sup>3</sup>															
<b>SR.</b>	<b>Screen Reclaim</b>															
<b>Accomplishment - Labor Hours</b>																
<b>Notes:</b>																
<ol style="list-style-type: none"> <li>When reporting work under Suffix F, maximum time per hinge should be 0.35 hr or less. (1 person)</li> <li>When reporting work under Suffix PF, maximum time per incident should be 0.50 hr or less. (1 person)</li> <li>When reporting work under Suffix PS, maximum time per set-up should be 0.75 hr or less. (1 person)</li> </ol> <p><b>This is not all inclusive. Other unclassified work in support of sign fabrication may be changed to activity.</b></p>																

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 500 Activity Number: <b>510</b> Effective Date: <b>7/1/12</b>						
<b>Activity:</b>								
<b>Electronic Cutting, Design, Layout, and Plotting</b>								
<b>Description and Purpose:</b>								
Cut various graphics and sign legends for Highway signs and Special sign projects.								
<b>Performance Guideline:</b>								
Highway signs shall meet State and Federal specifications. Special signs shall meet customer requirements.								
<b>Statewide Average Crew Size</b>		<b>Work Method</b>						
Highway Sign Fabricator II  Average Crew Size: 1		<ol style="list-style-type: none"> <li>1. Read all documents in sign order packet. Make sure the information on the sign order requisition matches that on the SFO, including drawing and pictures.</li> <li>2. Check MUTCD if sign has available drawing.</li> <li>3. Check M.O.A.S. for AZ corrections or alterations to the MUTCD standards.</li> <li>4. Before cutting, check panel dimensions and compare to your design, double check radius.</li> <li>5. Load proper roll of stock to be cut.</li> <li>6. If cutting multiple signs, cut one sign only, a "FIRST ARTICLE", to confirm proper fit before continuing. <u>CHECK SPELLING</u></li> </ol>						
<b>Equipment Options</b>								
Code	Description							
	N/A							
<b>Material Options</b>								
Code	Description							
44Z <sup>4</sup>	Reflect Sheeting / PRIZMATIC TYPE 4,8,9,11							
45Z <sup>4</sup>	Reflect Sheeting / ENGINEER TYPE 1							
47Z <sup>4</sup>	E-CUT FILM SHEETING							
<b>Accomplishment - Square Feet</b>								
<b>Notes:</b>								
<ol style="list-style-type: none"> <li>1. TO ACCOUNT FOR ACCOMPLISHMENTS:           <ol style="list-style-type: none"> <li>A. For copy: Count total square feet of material used.</li> <li>B. For material applied to panels: Count total square feet of material e-cut "OR" sq. ft. of panel material is to be applied to, which ever is larger. (EXAMPLE "A") If putting "75's" on 48X60 speed limit sign blank, e-cut material used is approx 3 sq. ft. But panel size is 20 sq. ft. Use the panel sq. ft. (EXAMPLE "B") When doing a new bare 48X60 panel, the e-cut material used would be approx 21 sq. ft. because of the overlap at cuts on roll. Use e-cut material sq. ft.</li> </ol> </li> <li>2. TO ACCOUNT FOR MATERIAL USED: Count total square feet of each roll (see list above) of material as "BOX IS OPENED". List all boxed rolls opened each work day.</li> <li>3. TO ACCOUNT FOR MATERIAL WASTE (BAD CUT, ETC.): Count total SQ. FT. of material wasted under comment tab, list total of each material type lost.</li> <li>4. <u>SQ. FT. OF ROLLS LISTED ABOVE</u> <table> <tr> <td>24"---300 SQ. FT.</td> <td>30"---375 SQ. FT.</td> </tr> <tr> <td>36"---450 SQ. FT.</td> <td>42"---525 SQ. FT.</td> </tr> <tr> <td>48"---600 SQ. FT.</td> <td></td> </tr> </table> </li> </ol>			24"---300 SQ. FT.	30"---375 SQ. FT.	36"---450 SQ. FT.	42"---525 SQ. FT.	48"---600 SQ. FT.	
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48"---600 SQ. FT.								

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>	Program Number: 500 Activity Number: <b>513</b> Effective Date: <b>7/1/12</b>				
Activity:							
Print Screen Inventory							
Description and Purpose:							
Maintain print screen inventory.							
Performance Guideline:							
All print screens shall be physically inventoried, numbered, checked and repaired quarterly.							
Statewide Average Crew Size		Work Method					
Highway Sign Fabricator II  Average Crew Size: 1		<b>Method A:</b> New Screens <sup>1</sup>  1. Prepare and apply number tags to all screens. 2. Fill out and turn in New Screen Form to update catalog. 3. Place new screen in storage rack.  <b>Method B:</b> Existing Screens <sup>1</sup>  1. Make minor repairs or schedule remake as reported by Printer or Repair Ticket. 2. Take quarterly physical inventory of print screens. 3. Remove outdated screens. Reuse frames when possible.					
Equipment Options							
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Material Options							
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Code	Description						
60Z-68Z	See Material List						
Accomplishment - Labor Hours							
Notes:							
1. Report only one method per Crew Work Report. Use appropriate suffix letter to designate method used as follows: When using <b>Work Method A</b> report under <b>Activity 513-A</b> . When using <b>Work Method B</b> report under <b>Activity 513-B</b> .							



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 500 Activity Number: <b>521</b> Effective Date: <b>7/1/12</b>				
<b>Activity:</b>						
<b>Aluminum Washing - Extruder Only</b>						
<b>Description and Purpose:</b>						
Draw aluminum, wash as needed and dry.						
<b>Performance Guideline:</b>						
Clean aluminum as required.						
<b>Statewide Average Crew Size</b>		<b>Work Method</b>				
Highway Sign Fabricator II  Average Crew Size: 2		<b>TAKE APPROPRIATE SAFETY PRECAUTIONS<sup>4</sup></b>  1. Safely stack extruded panels next to washing rack. 2. Place panels on washing rack front up. Pre-wet panel, wash with green scrub pads and soap. 3. Rinse front then back side thoroughly. 4. Move wet panels to drying area, place panels in a safe top up position to avoid tipping and help accel drying. 5. Use ACTIVITY 509-H to stack panels on cart in organized manner by size and color. After panels dry, move to inside apply area. Maximum time needed per cart should be .5 hrs. or less (2 Persons). Count total SQ. FT. panels stacked on cart (1 time), put total in comment tab CWR.				
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	N/A					
<b>Material Options</b>						
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Code	Description					
<b>91Z</b>	<b>Sign Mat'l Misc.<sup>2</sup></b>					
<b>Accomplishment - Linear Feet</b>						
<b>Notes:</b>  1. <b>TO ACCOUNT FOR ACCOMPLISHMENTS:</b> Count (1 TIME) total linear feet of extruded panels washed and loaded on cart per day. 2. <b>TO ACCOUNT FOR MATERIAL USED:</b> Use Material code 91Z QTY. 1.00, for items such as soap, scrub pads, gloves, etc. 3. Expenditures to be put on the expenditure tab. 4. Take appropriate safety precautions. Use proper safe handling techniques.  <p style="text-align: center;"><b>"DO NOT COUNT ALUMINUM"</b></p>						

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 500 Activity Number: <b>522</b> Effective Date: <b>7/1/12</b>																						
Activity:																								
<b>Apply Sheeting</b>																								
Description and Purpose:																								
Adhere reflective sheeting to sign substrate materials using squeeze roll application machines. Use the same process to affix letters, borders and symbols.																								
Performance Guideline:																								
Reflective and opaque sheeting shall be applied in accordance with manufacturer's specifications.																								
Statewide Average Crew Size		Work Method																						
Hwy. Sign Fabricator II  Average Crew Size: 1		<ol style="list-style-type: none"> <li>1. Read all documents in sign order packet. Make sure the information on the sign order requisition matches that on the SFO, including drawing and pictures.</li> <li>2. CHECK SIZE, COUNT, COLOR</li> <li>3. Load/feed substrate through applicator. STOP SIGNS, DO NOT ENTERS, and etc., feed through with arch going left to right.</li> <li>4. Trim excess material from sign panel in a safe and efficient manner.</li> <li>5. Handle and stack stock in a manner to avoid damage. DON'T STACK PANELS FLAT ON TOP OF EACH OTHER, STAND PANELS ON THEIR END IN A BIN.</li> <li>6. Move all covered sign panels to their appropriate storage or production area.</li> <li>7. Adjust and maintain applicator as required.</li> <li>8. Clean area/equipment after each use.</li> </ol>																						
Equipment Options																								
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Code	Description																							
31Z	Aluminum																							
33Z	Alum / Plastic Composite Material																							
40Z	Graffiti Film 24"																							
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44Z	PRISMATIC TYPE 4,8,9,11																							
45Z	PRISMATIC TYPE 1																							
<b>60Z-68Z See Material List</b>																								
Accomplishment - Linear Feet																								
Notes:																								
<ol style="list-style-type: none"> <li>1. TO ACCOUNT FOR ACCOMPLISHMENTS: Use perimeter linear feet - (INCHES WIDTH + INCHES HEIGHT OF PANEL, THAT TOTAL X 2, THAT TOTAL DIVIDED B 12 = TOTAL LINEAR FEET.) On some of the larger elongated panels the SQ. FT. total is larger than the linear total, use the SQ. FT. totals when that happens.</li> <li>2. TO ACCOUNT FOR MATERIALS USED: ROLLED MATERIALS - Count total SQ. FT. of each roll as it's box is opened each day. FLAT MATERIALS (Panels) - Count the total SQ. FT. of all panels COVERED each day.</li> <li>3. TO ACCOUNT FOR MATERIAL WASTE (BAD COVER, ETC.): Count total SQ. FT. of material wasted under comment tab, list total of each material lost.</li> <li>4. <u>SQ. FT. OF ROLLS 3M</u> <table> <tr> <td>24" ---300 SQ. FT.</td> <td>30" ---375 SQ. FT.</td> </tr> <tr> <td>36" ---450 SQ. FT.</td> <td>42" ---525 SQ. FT.</td> </tr> <tr> <td>48" ---600 SQ. FT.</td> <td>13" --(100yd)--330 SQ. FT.</td> </tr> </table> </li> </ol>			24" ---300 SQ. FT.	30" ---375 SQ. FT.	36" ---450 SQ. FT.	42" ---525 SQ. FT.	48" ---600 SQ. FT.	13" --(100yd)--330 SQ. FT.																
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Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 500 Activity Number: <b>523</b> Effective Date: <b>7/1/12</b>								
<b>Activity:</b>										
<b>Fabricate Screen Frame</b>										
<b>Description and Purpose:</b>										
Cut aluminum tubing, welding according to sign specifications.										
<b>Performance Guideline:</b>										
Used for Fabrication of screen frames										
<b>Statewide Average Crew Size</b>		<b>Work Method</b>								
Hwy. Sign Fabricator II  Average Crew Size: 1		<b>TAKE APPROPRIATE SAFETY PRECAUTIONS<sup>3</sup></b>  1. Cut Aluminum Tubing 2. Welding 3. Grinding in Preparation for applying substrate.								
<b>Equipment Options</b>										
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>73</td> <td>Welder</td> </tr> <tr> <td>PE98</td> <td>Grinder</td> </tr> <tr> <td>PE98</td> <td>Aluminum Modification Cutter</td> </tr> </tbody> </table>			Code	Description	73	Welder	PE98	Grinder	PE98	Aluminum Modification Cutter
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PE98	Grinder									
PE98	Aluminum Modification Cutter									
<b>Material Options</b>										
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Code	Description									
<b>34Z</b>	<b>Aluminum Tubing 2' 24 FT. stick</b>									
<b>35Z</b>	<b>Aluminum Tubing 3' 24 FT. stick</b>									
<b>Accomplishment - Linear Feet</b>										
<b>Notes:</b>  1. TO ACCOUNT FOR ACCOMPLISHMENTS; Count total linear feet around outside of a COMPLETED frames finished per day. 2. TO ACCOUNT FOR MATERIAL USED: Count EACH LENGTH (24 FT.) of Aluminum Tube (STICK) Material that is cut in a day. 3. Take appropriate safety precautions. Use proper safe handling techniques. 4. Count the total stick length (24FT.) that is cut. Any drop, scrap, or extra material left over, can be put back in the stick pile and used at a different time. DO NOT COUNT AGAIN										

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 500 Activity Number: <b>527</b> Effective Date: 7/1/12																							
<b>Activity:</b>																									
<b>Weeding and Application</b>																									
<b>Description and Purpose:</b>																									
Layout, plot, weed, apply various sign legends for Highway signs and Special Project signs.																									
<b>Performance Guideline:</b>																									
Highway signs shall conform to ADOT manual and MUTCD specifications. Special project signs shall meet customer requirements.																									
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																							
Hwy. Sign Fabricator II  Average Crew Size: 1		<ol style="list-style-type: none"> <li>1. Read all documents in sign order packet. Make sure the information on the sign order requisition matches that on the SFO, including drawing and pictures.</li> <li>2. Check MUTCD if sign has available drawing.</li> <li>3. Check M.O.A.S. for AZ corrections or alterations to MUTCD standards.</li> <li>4. Weed and apply transfer tape.</li> <li>5. Apply image to panel.</li> </ol> <p style="text-align: right;"><u><b>CHECK SPELLING</b></u></p>																							
<b>Equipment Options</b>																									
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67Z	Clear Transfer Tape 36"																								
<b>Accomplishment - Square Feet</b>																									
<b>Notes:</b> <ol style="list-style-type: none"> <li>1. TO ACCOUNT FOR ACCOMPLISHMENTS:           <ol style="list-style-type: none"> <li>A. For copy: Count total square feet of e-cut material weeded.</li> <li>B. For material applied to flat panels: Count total square feet of flat panels applied to.</li> </ol> </li> <li>2. TO ACCOUNT FOR MATERIALS USED:           <p>Count total square feet of each roll (see list above) of material as "BOX IS OPENED". List all boxed rolls opened each work day.</p> </li> <li>3. TO ACCOUNT FOR MATERIAL WASTE (BAD APPLICATION, ETC.):           <p>Count total SQ. FT. of material wasted under comment tab, list total of each material type lost.</p> </li> </ol>																									

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 500 Activity Number: <b>530</b> Effective Date: 7/1/12																		
Activity:																					
Sign Packaging																					
Description and Purpose:																					
Prepare signs for pick up by District.																					
Performance Guideline:																					
All signs intended for roadway use shall be bar coded. All signs shall be protected for shipment or storage.																					
Statewide Average Crew Size		Work Method																			
Fabricator  Average Crew Size: 1		<b>WORK METHOD A: Prepping Sign Packing Materials:</b> 1. Cut sign packing material needed for sign panels to be packed. Organize SFO's by size to be cut to eliminate extra roll changes on shear cutter. 2. Organize slip / foam sheets in stacks for quick packing.  <b>WORK METHOD B: Packing Signs:</b> 1. Read all documents in sign order packet. Make sure the information on the sign order requisition matches that on the SFO, including drawing and pictures. 2. Remove signs from racks as needed to avoid out gassing problems. Stand them on end in a secure manner with image away from you to prevent scratches. Use ACTIVITY 509-H to record time while unranking. 3. Apply bar codes to correct signs per work order. 4. Place shiny side of slipsheet against sign face. Place two signs face-to-face with foam sheet between them. 5. Initial SFO for completion, Scan into SFO DATA SYSTEM, "READY FOR PICK UP" 6. At pick up, get district's signature, and update SFO DATA SYSTEM as "SHIPPED". THIS IS CRITICAL STEP. 7. Distribute SFO copies according to current method.  CHECK SPELLING																			
Equipment Options																					
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53Z	Packing Foam 48"	1800																			
Accomplishment - Square Feet (of signs packed)																					
Notes: <b>SUFFIX A: TO ACCOUNT FOR ACCOMPLISHMENT (PREPPING SIGN PACKING MATERIAL):</b> 1. Count total SQ. FT. of slip and foam material cut. <b>SUFFIX A: TO ACCOUNT FOR MATERIAL USED (PREPPING SIGN PACKING MATERIAL):</b> 2. Count total square feet of each roll (see list above) of material as "ROLL IS OPENED". List all rolls opened each work day. <b>SUFFIX B: TO ACCOUNT FOR ACCOMPLISHMENT (SIGN PACKING):</b> 1. Only count total SQ. FT. of sign "panels" barcoded, packed, and placed into district bin at end of work. <b>SUFFIX B: TO ACCOUNT FOR MATERIAL USED (SIGN PACKING):</b> 2. NO MATERIAL REQUIRED FOR 530-B																					

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 510 Activity Number: <b>5102</b> Effective Date: <b>7/1/12</b>						
Activity:			Page 1 of 3						
<b>Routine Signal and Lighting Maintenance / Inspection</b>									
Description and Purpose:									
Inspect, clean, repair and adjust to maintain unit at optimum designed efficiency.									
Performance Guideline:									
Call Box Locations:		Every 6 Months							
Ramp Metering:		Every 6 Months							
Signal Locations:		Every 6 Months							
Lighting Locations:		Every 6 Months							
Statewide Average Crew Size		Work Method							
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor  Average Crew Size: 1		<ol style="list-style-type: none"> <li>Set up required traffic control devices.</li> <li>Request local police to direct traffic as required.</li> <li>Perform maintenance and repairs in accordance with instructions on the following pages of this activity.</li> <li>Remove traffic control devices.</li> </ol>							
Equipment Options									
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99S	Miscellaneous								
<b>Accomplishment - Maintenance Units</b>									
Notes:									
<div style="text-align: center;">(Continued On Page 2)</div>									

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 510 Activity Number: <b>5102</b> Effective Date: 7/1/12
Activity:		Page 2 of 3
Signal Maintenance and Repair		(Continued)
Description and Purpose:		
(Refer To Page 1)		
<p><b>Control box:</b></p> <ol style="list-style-type: none"> <li>1. Check timing of all controllers as per timing card.</li> <li>2. Clean all fixed components and wiring harnesses.</li> <li>3. Tighten and secure all mounting hardware and terminal connection screws.</li> <li>4. Check ventilating fans and thermostats. Install new dust filters.</li> <li>5. Lubricate locks, ventilating fan motors and graphite the cabinet locks.</li> <li>6. Check voltage and current for abnormal readings.</li> <li>7. Solid state controllers, signal load units, detector amplifiers and flashers shall not be replaced on Activity 5102. Such units shall only be replaced when a failure occurs or when inspection of system reveals abnormalities. All equipment so replaced will have a report submitted to the control room with complete information regarding reason for replacement.</li> <li>8. Recaulk controller cabinet, if necessary.</li> <li>9. Remove graffiti from cabinet.<sup>4</sup></li> <li>10. Touch up cabinet paint.</li> <li>11. Check video detection alignment and operation.</li> </ol> <p><b>Field:</b></p> <ol style="list-style-type: none"> <li>1. Check alignment and operation of signal heads. Assure proper orientation of optically programmed and louvered signal heads.</li> <li>2. Assure that all poles have hand hole covers.</li> <li>3. Check condition of all pull boxes and covers.</li> <li>4. Check condition and operation of all detectors.</li> <li>5. Check pedestrian push buttons for proper operation.</li> <li>6. Check that all push button stations have proper directional indications.</li> <li>7. Replace inoperative LED's report under <b>Activity 5203-L</b>.</li> <li>8. Make minor repairs to loops.</li> <li>9. Check pole structures for rust or metal fatigue annually.</li> <li>10. Check for missing pedestrian information stickers, replace any missing and/or damaged stickers.</li> <li>11. Video detection scheduled maintenance report under Activity 5108.</li> </ol> <p><b>Lighting P. M. I.</b></p> <ol style="list-style-type: none"> <li>1. Use insulated tools where needed to tighten all breaker and contactor connections per manufacturer's specifications.</li> <li>2. Check fan for proper operation if so equipped.</li> <li>3. Cover PEC to energize lighting.</li> <li>4. Measure voltage and current, record on cabinet PMI card.</li> <li>5. Note any critical outages and report to supervisor for repair. Note non-critical outages for scheduled repair.</li> <li>6. Clean out cabinet, clean or replace filter. Remove graffiti and lubricate locks.</li> </ol>		
(Continued on Page 3)		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 510 Activity Number: <b>5102</b> Effective Date: 7/1/12										
Activity:												
Signal Maintenance and Repair		Page 3 of 3										
(Continued)												
Description and Purpose:												
(Refer To Page 1)												
<p><b>Signal Loop Repairs</b></p> <ol style="list-style-type: none"> <li>1. Locate and repair fault.</li> <li>2. Reseal roadway as required.</li> <li>3. Notify proper personnel to check system.</li> <li>4. For a new loop, submit maintenance needed card for work beyond the scope of this activity to the supervisor.</li> </ol> <p><b>Call Box Inspection and Repairs</b></p> <ol style="list-style-type: none"> <li>1. Check voltage / amperes on batteries and solar panel and check all connectors.</li> <li>2. Clean head piece and spray for insects.</li> <li>3. Notify proper personnel to check system.</li> <li>4. Inspect signing and clean debris and weeds around the call box.</li> </ol> <p><b>UPS Inspection</b></p> <ol style="list-style-type: none"> <li>1. Check voltage / amperes on batteries</li> <li>2. Clean battery connectors</li> <li>3. Test system operation</li> <li>4. Clean and vacuum cabinet</li> </ol>												
<b>Accomplishment - Maintenance Units</b>												
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. When performing this Activity on cabinets that use the new type "AMECO" relays, check all relays. Checks all relays visually and replace any with burned contacts.</li> <li>2. The exceptions shall be any cabinets using these relays to flash intersection during preemption, shall be changed twice yearly.</li> <li>3. Attach repair tag with full description of failure for each defective or marginal component replaced. Return the item replaced to the electrical supply center for exchange.</li> <li>4. All maintenance/inspection work to be reported as <b>Activity 5102</b> unless specified with the following suffix letters:           <table style="margin-left: 40px; width: 80%;"> <tr> <td><b>5102 - A</b> Monitor / Change Out</td> <td><b>5102 - G</b> Graffiti</td> </tr> <tr> <td><b>5102 - B</b> Lighting</td> <td><b>5102 - M</b> Extended Maint. Signal</td> </tr> <tr> <td><b>5102 - C</b> Call Boxes</td> <td><b>5102 - U</b> UPS</td> </tr> <tr> <td><b>5102 - D</b> Traffic Signals Maint.</td> <td><b>5102 - V</b> Video Detection</td> </tr> <tr> <td><b>5102 - E</b> Flashers</td> <td></td> </tr> </table> </li> <li>5. For extended signal maintenance - Semi Annual use <b>Activity 5203 - M</b>.</li> </ol>			<b>5102 - A</b> Monitor / Change Out	<b>5102 - G</b> Graffiti	<b>5102 - B</b> Lighting	<b>5102 - M</b> Extended Maint. Signal	<b>5102 - C</b> Call Boxes	<b>5102 - U</b> UPS	<b>5102 - D</b> Traffic Signals Maint.	<b>5102 - V</b> Video Detection	<b>5102 - E</b> Flashers	
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<b>5102 - E</b> Flashers												



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 510 <b>Activity Number: 5103</b> Effective Date: 7/1/12								
<b>Activity:</b>										
<b>Routine Variable Message Sign Maintenance / Inspection</b>										
<b>Description and Purpose:</b>										
Inspect, clean & adjust to maintain unit at optimum designed efficiency.										
<b>Performance Guideline:</b>										
VMS Signs Minor: Every 6 months (2.5 hrs) per unit Major: Every 6 months (5 hrs) per unit										
<b>Statewide Average Crew Size</b>		<b>Work Method</b>								
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor  Average Crew Size: 3		<ol style="list-style-type: none"> <li>Set up required traffic control devices.</li> <li>Contact tunnel control &amp; inform the sign may be off during P.M.I.</li> <li>Perform maintenance in accordance with manufacturers guidelines.</li> <li>Document maintenance on maintenance card.</li> <li>Test &amp; observe all control systems.</li> <li>Run test patterns.</li> <li>Perform in accordance with the following instructions:             <ol style="list-style-type: none"> <li>Clean and inspect the interior and exterior of sign, remove all graffiti.</li> <li>Replace all filters.</li> <li>Check P.E.C. Units.</li> <li>Check telephone lines.</li> <li>Check voltages and current for abnormal readings.</li> <li>Run controller test and display patterns.</li> </ol> </li> <li>Remove traffic control devices.</li> </ol>								
<b>Equipment Options</b>										
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57	Attenuator w/ Arrowboard									
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Code	Description									
99S	Miscellaneous									
<b>Accomplishment - Maintenance Units</b>										
<b>Notes:</b>										
<ol style="list-style-type: none"> <li>After hours response are to be reported on <b>Activity 5204</b>.</li> </ol>										

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 510 <b>Activity Number: 5104</b> Effective Date: 7/1/12						
<b>Activity:</b>								
<b>Routine Vehicle Loop Monitoring Systems, Maintenance / Inspect / Repair (FMS System)</b>								
<b>Description and Purpose:</b>								
Inspect, clean & adjust to maintain unit at optimum designed efficiency.								
<b>Performance Guideline:</b>								
Monitoring systems - Every 6 Months.								
<b>Statewide Average Crew Size</b>		<b>Work Method</b>						
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor  Average Crew Size: 1		<ol style="list-style-type: none"> <li>Set up required traffic control devices.</li> <li>Make repair, replacement on damaged or failed equipment.</li> <li>Prepare repair tags for equipment returned for refurbishing.</li> <li>Complete all required documentation including maintenance logs.</li> <li>Perform in accordance with the following instructions:             <ol style="list-style-type: none"> <li>Check controllers as per timing card.</li> <li>Clean all fixed components and wiring harnesses.</li> <li>Tighten all terminal connection screws.</li> <li>Lubricate locks, fan motors, graphite the cabinet lock.</li> <li>Check ventilating fans and thermostats, install new dust filters.</li> <li>Check voltages and current for abnormal readings.</li> </ol> </li> <li>Remove traffic control devices.</li> </ol>						
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Code	Description							
05S	Repair Controller and Accessories							
99S	Miscellaneous							
<b>Accomplishment - Features</b>								
<b>Notes:</b>								
<ol style="list-style-type: none"> <li>In events involving vehicular damage to state property, the area manager will see that a damage report, including estimated repair costs, is forwarded to Risk Management.</li> </ol>								

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 510 Activity Number: <b>5105</b> Effective Date: <b>7/1/12</b>						
<b>Activity:</b>								
<b>Coordinated Signal Systems Operations Review</b>								
<b>Description and Purpose:</b>								
Monitor coordinated systems for optimum operational efficiency and fine tune as necessary.								
<b>Performance Guideline:</b>								
Review and adjust coordination programs.								
<b>Statewide Average Crew Size</b>		<b>Work Method</b>						
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor  Average Crew Size: 2		<ol style="list-style-type: none"> <li>1. Drive systems during peak hours and make notes of possible trouble areas.</li> <li>2. Inspect controller and coordination equipment for correct programming and make adjustments as necessary. Record changes.</li> <li>3. Drive the system and note effects of change.</li> <li>4. Make additional changes as necessary and record changes.</li> </ol>						
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Code	Description							
99S	Miscellaneous							
<b>Accomplishment - Coordinated System Per Day</b>								
<b>Notes:</b>  N/A								

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 510 Activity Number: <b>5108</b> Effective Date: <b>7/1/12</b>												
<b>Activity:</b>														
<b>Routine Closed Circuit / Detection Video, Maintenance / Inspection</b>														
<b>Description and Purpose:</b>														
<b>Vehicle Detection &amp; Closed Circuit System:</b> Inspect and clean to maintain unit at optimum designed efficiency.														
<b>Performance Guideline:</b>														
Closed circuit / detection video - every (4) four months.														
<b>Statewide Average Crew Size</b>		<b>Work Method</b>												
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor  Average Crew Size: 2		<ol style="list-style-type: none"> <li>1. Set up required traffic control devices.</li> <li>2. Perform maintenance in accordance with the following instructions:           <ol style="list-style-type: none"> <li>a. Clean all fixed components and lenses.</li> <li>b. Tighten and secure all mounting hardware and terminal connections.</li> <li>c. Test and adjust all control systems.</li> <li>d. Graphite the cabinet locks.</li> <li>e. Check voltage and current for abnormal readings.</li> <li>f. Replace equipment only when a failure occurs or when inspection of system reveals abnormalities.</li> </ol> </li> <li>3. Complete all required documentation, including maintenance logs.</li> <li>4. Remove traffic control devices.</li> </ol>												
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05S	Repair Controller & Accessories													
99S	Miscellaneous													
<b>Accomplishment - Features</b>														
<b>Notes:</b>  <div style="text-align: center;">N/A</div>														

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 510 Activity Number: <b>5110</b> Effective Date: <b>7/1/12</b>										
Activity:		Page 1 of 2										
<b>LED Maintenance in Traffic Signals</b>												
Description and Purpose:												
Maintain units at optimum designed efficiency.												
Performance Guideline:												
Wash, clean, adjust and relamp traffic signals as required. Flashers, other than those on illuminated signs, are to be included in this activity.												
Repair or replacement of any inoperative luminaries installed on signal poles, are reported on <b>Activity 5255</b> .												
Statewide Average Crew Size		Work Method										
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor  Average Crew Size: 2		<ol style="list-style-type: none"> <li>1. Set up required traffic control devices.</li> <li>2. Wash and clean back plates, visors reflectors, lenses and replace lamps.</li> <li>3. Make inspection and adjustments in accordance with check list on the 2nd page of this activity.</li> <li>4. Do visual inspection of intersection.</li> <li>5. Submit maintenance needed card for work required beyond the scope of this activity to the supervisor.</li> <li>6. Remove traffic control devices.</li> </ol>										
Equipment Options												
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<b>Accomplishment - LED's</b>												
<div style="text-align: center;"> <p>(Continued on Page 2)</p> </div>												

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 510 Activity Number: <b>5110</b> Effective Date: 7/1/12
Activity:		Page 2 of 2
<b>LED Maintenance in Traffic Signals</b>		
Description and Purpose:		
Refer to Page 1		(Continued)
<p style="text-align: center;"><b>Activity 5110 Checklist (Inspection Only) <sup>1</sup></b></p> <ol style="list-style-type: none"> <li>1. Hardware:           <ol style="list-style-type: none"> <li>A. Apply lubricant to the threads of items being removed and replaced during the course of maintenance.</li> <li>B. Check back plate &amp; visor mounting screws for tightness.</li> </ol> </li> <li>2. Mountings:           <p>Determine if heads are held rigidly in proper position.</p> </li> <li>3. Wiring:           <p>Inspect for abrasions which might develop shorts or grounds.</p> </li> <li>4. Aerial Junction Boxes:           <p>Check for weatherproofing and corrosion.</p> </li> <li>5. Signal Heads:           <ol style="list-style-type: none"> <li>A. Check alignment and operation of optically programmed signal heads.</li> <li>B. If span wire mounted, check for hanger wear for 15' to 19' vertical clearance.</li> </ol> </li> <li>6. Pedestrian Walk Systems:           <p>Check operation and alignment.</p> </li> </ol>		
<b>Notes:</b> <ol style="list-style-type: none"> <li>1. Repairs being accomplished, report on <b>Activity 5203</b>.</li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 510 Activity Number: <b>5111</b> Effective Date: <b>7/1/12</b>												
Activity:		Page 1 of 2												
<b>Maintain High Mast Lighting</b>														
Description and Purpose:														
Inspect all high mast lighting assemblies.														
Performance Guideline:														
Insure all locking mechanisms are greased and operate smoothly; indicator flags cleaned or painted; lowering / raising cables adjusted to ensure smooth operation; refractors washed, and lamps are replaced.														
Statewide Average Crew Size		Work Method												
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor  Average Crew Size: 2		1. Set up traffic control. 2. See Check List (Page 2) 3. Remove traffic control devices.												
Equipment Options														
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Code	Description													
99S	Miscellaneous													
<b>Accomplishment - Features</b>														
<div style="text-align: center;">             ( Continued On Page 2 )           </div>														

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>(JSA)</b>	Program Number: 510 Activity Number: <b>5111</b> Effective Date: <b>7/1/12</b>
Activity:		<b>Page 2 of 2</b>
<b>Maintain High Mast Lighting</b>		
Description and Purpose:		
<p style="text-align: center;"><b>WORK METHOD CHECK LIST</b></p> <ol style="list-style-type: none"> <li>1. Check base bolts and base for corrosion, and that nuts are tight.</li> <li>2. Check cotter key in swivel assembly, making sure it is spread apart.</li> <li>3. Check twist locks for corrosion.</li> <li>4. Check that strain relief is adjusted properly.</li> <li>5. Check cable for broken strands, kinks and flat spots. (Oil as needed)</li> <li>6. Check ring for proper assembly and that it is level.</li> <li>7. Check strand vice assembly for proper installation.</li> <li>8. Check luminaries, mounting arms for alignment and that the bolts are tight.</li> <li>9. Check cable clamps for proper installation.</li> <li>10. Clean and grease locking pins.</li> <li>11. Check strain relief on power cable at the J box on ring.</li> <li>12. Check the cable on drum for alignment while raising ring.</li> <li>13. Make sure locking pins engage into the locked position.</li> </ol>		
Notes:		
<ol style="list-style-type: none"> <li>1. Due to the variation of pole locations, traffic control will be discussed prior to work.</li> </ol>		



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 510 Activity Number: <b>5117</b> Effective Date: <b>7/1/12</b>																
<b>Activity:</b>																		
<b>Paint Traffic Signals / Highway Lighting Poles</b>		<u><b>Check Environmental BMP</b></u>																
<b>Description and Purpose:</b>																		
Paint to protect non-galvanized surfaces from the effects of corrosion and to restore proper appearance.																		
<b>Performance Guideline:</b>																		
Only 20% of an ORG feature inventory, (T/S-rounded off to even intersections), will be painted in any one year. This includes service to structures for highway lighting. Non-galvanized freeway flashers, other than those on an illuminated sign, are to be included in this activity.																		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor  Average Crew Size: 2		<ol style="list-style-type: none"> <li>Set up required traffic control devices.</li> <li>Remove deteriorated paint to expose original surface.</li> <li>Apply primer and paint to traffic signal features:           <ol style="list-style-type: none"> <li>Poles - Aluminum</li> <li>Signal heads and mounting, brackets and fittings, visors, pedestrian push button housings, pedestrian heads and back plates - flat black.</li> </ol> </li> <li>Highway lighting           <ol style="list-style-type: none"> <li>Use solvent to clean pole and mast arm free of grease, scale and foreign material.</li> <li>Apply primer to bare spots.</li> <li>Paint service structure as needed.</li> </ol> </li> <li>Submit maintenance needed card for work required beyond the scope of this activity.</li> <li>Remove traffic control devices.</li> </ol>																
<b>Equipment Options</b>																		
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99S	Miscellaneous																	
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<b>Notes:</b>  <div style="text-align: center;">N/A</div>																		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 510 Activity Number: <b>5122</b> Effective Date: <b>7/1/12</b>																		
<b>Activity:</b>																				
<b>Replace Roadway Detection</b>																				
<b>Description and Purpose:</b>																				
Replacement of roadway detection and/or loop lead-in in order to restore signal units to normal operating condition.																				
<b>Performance Guideline:</b>																				
Replace / Repair roadway detection not in operating condition.																				
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																		
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor  Average Crew Size: 3		<ol style="list-style-type: none"> <li>1. Set up required traffic control devices</li> <li>2. Measure and mark road for loop dimensions.</li> <li>3. Saw loop and blow dry.</li> <li>4. Install wire and cover with loop sealant.</li> <li>5. Clean and secure area.</li> <li>6. Remove traffic control devices.</li> </ol>																		
<b>Equipment Options</b>																				
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06S	Wire F/Loops																			
99S	Miscellaneous																			
<b>Accomplishment - Loops</b>																				
<b>Notes:</b>																				
N/A																				

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 510 Activity Number: <b>5126</b> Effective Date: <b>7/1/12</b>				
Activity:						
Control Equipment Testing and Evaluation						
Description and Purpose:						
Testing items from cabinets that are removed for repair or testing using ADOT and NEMA standards.						
Performance Guideline:						
This activity is limited to quality control testing and evaluation of furnished traffic signal controllers and related equipment prior to installation; and/or turning in equipment to Warehouse.						
Statewide Average Crew Size		Work Method				
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor  Average Crew Size: 1		See Cabinet Testing Procedures				
Equipment Options						
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Code	Description					
99S	Miscellaneous					
Accomplishment - Units						
Notes:						
1. Quality testing of cabinets in field prior to turning in to warehouse, report as <b>Activity 5126-C</b> . Accomplishment would be 100% for each cabinet turned in.						

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>	Program Number: 510 Activity Number: <b>5130</b> Effective Date: <b>7/1/12</b>										
Activity:													
<div style="text-align: center;"><b>Routine Repair FMS Equipment</b></div>													
Description and Purpose:													
Evaluate condition and age of equipment, repair and return to original working condition, if cost effective to do so.													
Performance Guideline:													
Insure that all equipment is evaluated and tested and that all non-warranty equipment is returned to proper operating conditions which meet all manufacturers as well as ADOT Performance Guidelines.													
Statewide Average Crew Size		Work Method											
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor  Average Crew Size: 1		<ol style="list-style-type: none"> <li>Obtain suspected defective equipment from electrical warehouse.</li> <li>Evaluate condition and age of equipment.</li> <li>Return to electrical warehouse, if under warranty.</li> <li>Repair defective equipment, if cost effective to do so.</li> <li>Return repaired and tested equipment to electrical warehouse.</li> </ol>											
Equipment Options													
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Code	Description												
99S	Miscellaneous												
<div style="text-align: center;"><b>Accomplishment - Units</b></div>													
Notes:													
<ol style="list-style-type: none"> <li>Use the following suffix letter when reporting:           <table style="width: 100%;"> <tr> <td>A. Loop Monitor Station</td> <td>G. FMS Updates (i.e., Changing Message, Database, etc.)</td> </tr> <tr> <td>B. Camera System</td> <td>H. Data Communications</td> </tr> <tr> <td>C. Ramp Metering</td> <td>J. Passive Acoustic Detection</td> </tr> <tr> <td>D. Transformer Cabinet</td> <td>K. Wire Theft / Vandalism</td> </tr> <tr> <td>E. Node Room</td> <td></td> </tr> </table> </li> </ol>				A. Loop Monitor Station	G. FMS Updates (i.e., Changing Message, Database, etc.)	B. Camera System	H. Data Communications	C. Ramp Metering	J. Passive Acoustic Detection	D. Transformer Cabinet	K. Wire Theft / Vandalism	E. Node Room	
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E. Node Room													

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>	Program Number: 510 Activity Number: <b>5150</b> Effective Date: <b>7/1/12</b>						
Activity: <span style="float: right;"><b>Page 1 of 2</b></span>								
<b>Other Traffic Signal / Lighting Roadway Activities</b>								
Description and Purpose:								
<p>This activity shall be used only for traffic signal / lighting related work which cannot be reasonably performed as <b>Activities 5102 through 5171</b>. Proper safety devices and signs shall be used in every case where work involves exposure to traffic.</p>								
Performance Guideline:								
<p>The following suffix letters shall be used:</p> <ul style="list-style-type: none"> <li>B. Safety Inspections not included in other activities.</li> <li>C. Review, Update &amp; Maintain schematics, prints, mylars &amp; manuals</li> <li>E. Signal Monitoring:             <ul style="list-style-type: none"> <li>1. Check daily alarms and event reports</li> <li>2. Report any emergency repairs to area shop</li> <li>3. Periodical review of signal systems</li> <li>4. Program new system data as required</li> <li>5. Locate system malfunctions</li> <li>6. Maintain computer to optimum operating conditions</li> <li>7. To be performed twice daily, once each a.m. and p.m.</li> </ul> </li> <li>F. Traffic signal / lighting intersections inspection will be conducted as follows:             <ul style="list-style-type: none"> <li>1. Drive all approaches to traffic signal intersections to insure proper alignment of signal heads.</li> <li>2. Schedule enough TI's each month to insure that all TI's are inspected twice annually during night time hours</li> <li>3. Schedule enough TI's each month to insure that all TI's are inspected once annually during day time hours.</li> </ul> </li> <li>G. Locate, Clean and Mark Pull Boxes.</li> <li>H. Field Modifications (excluding cabinet). Requires authorization and submitting of as-builts. Includes minor revamp to signal or illumination systems.</li> <li>I. Field Modifications to Control / Lighting Cabinets. Requires authorization and submitting of as-builts. Wiring in T/S control or service cabinets.</li> <li>J. Non-Scheduled Signal Operations Timing Checks / Changes due to floods, road repair, accidents, citizen requests, etc.</li> <li>K. Assembly:             <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">1. Disassemble</td> <td style="width: 33%;">4. Repair</td> </tr> <tr> <td>2. Assemble</td> <td>5. Fabricate</td> </tr> <tr> <td>3. Clean and Repair</td> <td>6. Manufacture</td> </tr> </table> </li> </ul> <p>All work charged to this activity number must be described in the comments section of the Daily Work Report, followed by the number of pieces or other measure of each item disassembled, assembled, repaired, cleaned, fabricated or manufactured.</p> <ul style="list-style-type: none"> <li>L. Encroachment Work: Blue Staking of existing conduits or pull boxes.<sup>1</sup></li> </ul>			1. Disassemble	4. Repair	2. Assemble	5. Fabricate	3. Clean and Repair	6. Manufacture
1. Disassemble	4. Repair							
2. Assemble	5. Fabricate							
3. Clean and Repair	6. Manufacture							
<b>(Continued on Page 2)</b>								

Arizona Department of Transportation ITD - Highway Maintenance Performance Guideline - PeCoS	<b>Suffix Required</b>	Program Number: 510 Activity Number: <b>5150</b> Effective Date: <b>7/1/12</b>
Activity:		Page 2 of 2
Other Traffic Signal / Lighting Roadway Activities		
Description and Purpose:		
Refer to Page 1		
<b>Suffix letters - (Continued from Page 1)</b>		
<p>M. Signal Design and Review: This activity covers the in-shop design and review of new and/or existing signalized intersections relating to the operation and functional capabilities of the system. This includes, but is not limited to:</p> <ol style="list-style-type: none"> <li>1. Field plan and cabinet/control equipment compatibility</li> <li>2. Phasing diagrams and programming compatibility</li> <li>3. Logic circuits</li> <li>4. Cabinet prints</li> </ol>		
<p>N. Field Review of Construction As-Built: This activity covers the review of all maintenance unit installations to insure that the construction engineering plan as-builts reflect what is currently at each location. This includes, but is not limited to:</p> <ol style="list-style-type: none"> <li>1. Identification of feature numbers, as assigned for field application</li> <li>2. Location and size of pull boxes and conduit runs</li> <li>3. Location and type of poles, mast arms, pedestrian stations, signal heads, pedestrian heads and related mounts.</li> <li>4. Wires per conduit run.</li> <li>5. Type of service cabinet.</li> <li>6. Type of luminaries.</li> </ol>		
<p>O. Feature Numbering:</p> <ol style="list-style-type: none"> <li>1. Set up required traffic control devices.</li> <li>2. To attach number: <ol style="list-style-type: none"> <li>A. Apply numbers at a height of 4' to the center and 45 degrees to approaching traffic.</li> </ol> </li> </ol>		
<p>S. Signal Monitoring</p>		
<b>Accomplishment - Units</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>1. Bluestaking by maintenance forces to be reported under <b>Activity 191-A</b>. Bluestaking by contract is reported on contract <b>Activity 9799</b>.</li> <li>2. <b>Quarterly Lighting Night Inspections, report under Activity 1591-K</b></li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 510 Activity Number: <b>5163</b> Effective Date: <b>7/1/12</b>										
<b>Activity:</b>												
<b>Maintain Roadway Lighting Bases</b>												
<b>Description and Purpose:</b>												
Inspect all slip-away bases, break-away bases and coupler devices.												
<b>Performance Guideline:</b>												
Insure that all slip-base devices, break-away and coupling devices are secure and set to function properly. Inspect all pole structures in the same area, including standard base poles, for damage, rust and/or deterioration. Any damage in evidence will be reported and replacement scheduled.												
<b>Statewide Average Crew Size</b>		<b>Work Method</b>										
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor  Average Crew Size: 2		<b>Break-Away Bases and Coupler Devices:</b> <ol style="list-style-type: none"> <li>Inspect for cracked or broken bases and fractured couplings.</li> <li>Test and tighten loose nuts-both top and bottom.</li> <li>Inspect for rust or metal fatigue.</li> </ol> <b>Slip-Base Light Standards:</b> <ol style="list-style-type: none"> <li>Clean pole base and slip-base nuts with stiff brush or broom.</li> <li>Adjust nut to required torque of 208 Ft.-lbs.</li> <li>Document each pole, on crew work report</li> </ol>										
<b>Equipment Options</b>												
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<b>Accomplishment - Features</b>												
<b>Notes:</b> <ol style="list-style-type: none"> <li>Ensure torque wrench has been calibrated to meet current specifications.</li> <li>After annual completion of this activity, maintain record at ORG.</li> </ol>												

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 510 Activity Number: <b>5171</b> Effective Date: <b>7/1/12</b>																						
<b>Activity:</b>																								
<b>Maintain Tunnel Lighting</b>		<b><u>Check Environmental BMP</u></b>																						
<b>Description and Purpose:</b>																								
Wash and clean fixtures to provide maximum light distribution and as necessary, correct outages to restore system to normal condition.																								
<b>Performance Guideline:</b>																								
Phoenix Central Tunnel: <sup>4</sup> Schedule three (3) times per year during the month indicated.  Queen Creek Tunnel: <sup>2</sup> Schedule one (1) time per year during the month indicated.  Mule Pass Tunnel: <sup>3</sup> Schedule one (1) time per year during the month indicated.																								
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																						
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor  Average Crew Size: 9		1. Set up required traffic control. <sup>1</sup> 2. Wash and clean all luminaries, including portal lighting. 3. Remove traffic control devices.																						
<b>Equipment Options</b>																								
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<b>Accomplishment - Fixtures (Rural)</b>																								
<b>Notes:</b>																								
1. Repairs other than lamps, should be reported under <b>Activity 5271</b> . 2. Use suffix letter <b>"A"</b> for Queen Creek Tunnel. 3. Use suffix letter <b>"B"</b> for Mule Pass Tunnel. 4. Use suffix letter <b>"E"</b> for Phoenix Central Tunnel.																								



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 510 Activity Number: <b>5203</b> Effective Date: <b>7/1/12</b>																																				
<b>Activity:</b>																																						
<b>Repair Traffic Signals</b>																																						
<b>Description and Purpose:</b>																																						
Repair traffic signal systems, detections and features to optimal operating condition.																																						
<b>Performance Guideline:</b>																																						
This activity to completed at earliest opportunity after notification and shall include traffic signal, flasher, ramp metering, and call boxes.																																						
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																																				
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor  Average Crew Size: 2		<ol style="list-style-type: none"> <li>1. Advise local police of malfunction and obtain assistance with vehicular traffic as required.</li> <li>2. Setup required traffic control.</li> <li>3. Make repair, replacement on damaged or failed equipment.</li> <li>4. Document cause of failure and corrective measures involving control equipment related failures on cabinet trouble call card.</li> <li>5. Prepare repair tag with full description of failure for equipment being returned for refurbishing.</li> <li>6. Remove traffic control devices.</li> </ol>																																				
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<b>Accomplishment - Features</b>																																						
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Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 510 Activity Number: <b>5204</b> Effective Date: <b>7/1/12</b>												
<b>Activity:</b>														
<p style="text-align: center;"><b>Repair DMS</b></p>														
<b>Description and Purpose:</b>														
Repair and adjust to maintain unit at optimum designed efficiency.														
<b>Performance Guideline:</b>														
This activity should be completed at earliest opportunity after notification.														
<b>Statewide Average Crew Size</b>		<b>Work Method</b>												
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor  Average Crew Size: 3		<ol style="list-style-type: none"> <li>1. Set up required traffic control devices.</li> <li>2. Make repair, replacement on damaged or failed equipment.</li> <li>3. Document cause of failure &amp; corrective measures involving control equipment on trouble call card.</li> <li>4. Prepare repair tag with full description of failure for equipment being returned for refurbishing.</li> <li>5. Test &amp; observe all control systems for proper operation.</li> <li>6. Complete all documentation.</li> <li>7. Remove traffic control devices.</li> </ol>												
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Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 510 Activity Number: <b>5205</b> Effective Date: <b>7/1/12</b>										
Activity:													
<b>Non-Routine Repair FMS Equipment</b>													
Description and Purpose:													
Repair and adjust to maintain at optimum designed efficiency.													
Performance Guideline:													
This activity to be completed at earliest opportunity after notification.													
Statewide Average Crew Size		Work Method											
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor  Average Crew Size: 2		<ol style="list-style-type: none"> <li>Set up required traffic control devices.</li> <li>Make repair, replacement on damaged or failed equipment.</li> <li>Document cause of failure &amp; corrective measures involving control equipment on trouble call card.</li> <li>Prepare repair tag with full description of failure for equipment being returned for refurbishing.</li> <li>Test &amp; observe all control systems for proper operation.</li> <li>Complete all documentation.</li> <li>Remove traffic control devices.</li> </ol>											
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<ol style="list-style-type: none"> <li>Use the following suffix letter when reporting:               <table style="width: 100%;"> <tr> <td>A. Loop Monitor Station</td> <td>G. FMS Updates (i.e., Changing Message, Database, etc.)</td> </tr> <tr> <td>B. Camera System</td> <td>H. Data Communications</td> </tr> <tr> <td>C. Ramp Metering</td> <td>J. Passive Acoustic Detection</td> </tr> <tr> <td>D. Transformer Cabinet</td> <td>K. Wire Theft / Vandalism</td> </tr> <tr> <td>E. Node Room</td> <td></td> </tr> </table> </li> </ol>				A. Loop Monitor Station	G. FMS Updates (i.e., Changing Message, Database, etc.)	B. Camera System	H. Data Communications	C. Ramp Metering	J. Passive Acoustic Detection	D. Transformer Cabinet	K. Wire Theft / Vandalism	E. Node Room	
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Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 510 Activity Number: <b>5206</b> Effective Date: <b>7/1/12</b>																
<b>Activity:</b>																		
<b>FMS Knockdown</b>																		
<b>Description and Purpose:</b>																		
Remove damaged equipment, fabrication & assemble, install new equipment.																		
<b>Performance Guideline:</b>																		
This activity to be completed at earliest opportunity after notification.																		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor  Average Crew Size: 2		<ol style="list-style-type: none"> <li>Set up required Traffic Control devices.</li> <li>Remove all damaged equipment.</li> <li>Procure, fabricate, and assemble replacement equipment.</li> <li>Install replacement equipment.</li> <li>Test and observe all equipment for proper operation.</li> <li>Complete all documentation.</li> <li>Remove traffic control.</li> </ol>																
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<b>Notes:</b>  <div>N/A</div>																		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 510 Activity Number: <b>5255</b> Effective Date: <b>7/1/12</b>																			
<b>Activity:</b>																					
<b>Repair Malfunctioning or Damaged Roadway &amp; Sign Lighting</b>		<b><u>Check Environmental BMP</u></b>																			
<b>Description and Purpose:</b>																					
Restore malfunctioning system, luminaries, or fixture to designed optimum efficiency. Repair damage or replace knocked down features and accessories to designed efficiency. Realign, wash as required, repair or replace parts of damaged roadway and sign lighting features or systems.																					
<b>Performance Guideline:</b>																					
This activity is to be completed at earliest opportunity after notification.																					
<b>Statewide Average Crew Size</b>		<b>Work Method</b>																			
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor Traffic / Signal Lighting Tech II Contr.  Average Crew Size: 3		<p><b>For Outages:</b></p> <ol style="list-style-type: none"> <li>Set up required traffic control devices.</li> <li>Check electrical service, fuses, etc., and correct problem.</li> <li>Restore power and test.</li> <li>Remove traffic control devices.</li> </ol> <p><b>For Knockdown:</b></p> <ol style="list-style-type: none"> <li>Set up required traffic control devices.</li> <li>Remove power from circuit, assemble and erect feature.</li> <li>Paint and renumber feature, restore power and test.</li> <li>Remove traffic control devices.</li> </ol>																			
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<b>Notes:</b> <ol style="list-style-type: none"> <li>In events involving vehicular damage to state property, report as <b>Activity 5255-D</b>. The assigned personnel will see that a damage report, including estimated repair costs, is forwarded to Risk Management.</li> <li>Material for Rest Areas will be provided by the Maintenance Org.</li> <li>For Wire Theft report as <b>Activity 5255-A</b>.</li> <li>Any emergency work performed for Emergency Signal Repairs, report as <b>Activity 5255-E</b>.</li> </ol>																					

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 510 <b>Activity Number: 5271</b> Effective Date: 7/1/12												
<b>Activity:</b>														
<b>Restore Tunnel Lighting Outage</b>														
<b>Description and Purpose:</b>														
Restore fixtures to designed optimum efficiency.														
<b>Performance Guideline:</b>														
Provide repairs to restore system to normal operation. This includes vehicle damage, single outage or whole circuit outage. Debris to be cleared ASAP. Repairs to be accomplished at the earliest opportunity after notification.														
<b>Statewide Average Crew Size</b>		<b>Work Method</b>												
Traffic Signal Lighting Tech I & II Traffic Signal Lighting Supervisor  Average Crew Size: 4		<ol style="list-style-type: none"> <li>Set up required traffic control devices.</li> <li>Remove debris, as necessary.</li> <li>Check equipment for proper operation.</li> <li>Replace defective equipment.</li> <li>Test system and perform visual inspection.</li> <li>Remove traffic control devices.</li> </ol>												
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<b>Accomplishment - Fixtures</b>														
<b>Notes:</b>														
<ol style="list-style-type: none"> <li>Use the following suffix letters to designate the tunnel work is being accomplished on:              Queen Creek Tunnel - <b>Activity 5271-A</b>              Mule Pass Tunnel - <b>Activity 5271-B</b>              Phoenix Central Tunnel - <b>Activity 5271-E</b> </li> <li>In events involving vehicular damage to state property, report on <b>Activity 5271-D</b>. The assigned personnel will see that a damage report, including estimated repair costs, is forwarded to Risk Management.</li> </ol>														

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 540 Activity Number: <b>5401</b> Effective Date: <b>7/1/12</b>					
<b>Activity:</b>							
<b>Tunnel: Weekly Scheduled Maintenance</b>		<b><u>Check Environmental BMP</u></b>					
<b>Description and Purpose:</b>							
Recommended activity frequency is 52 times per year maintain safe air supply in tunnel.							
<b>Performance Guideline:</b>							
This activity will be scheduled and performed on a weekly basis.							
<b>Statewide Average Crew Size</b>		<b>Work Method</b>					
Traffic Signal Lighting Tech II HOT 4 Highway Operations Supervisor  Average Crew Size: 3		<ol style="list-style-type: none"> <li>Clean all equipment and switch gear.</li> <li>Check / run required test for all fans.</li> <li>Record all malfunctions to be repaired later.</li> <li>Relamp lights or indicators as required.</li> </ol>					
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<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>05X</td> <td>Diesel Fuel</td> </tr> <tr> <td>94Z</td> <td>Tunnel Matr'l Misc / N.O.C.</td> </tr> </tbody> </table>		Code	Description	05X	Diesel Fuel	94Z	Tunnel Matr'l Misc / N.O.C.
Code	Description						
05X	Diesel Fuel						
94Z	Tunnel Matr'l Misc / N.O.C.						
<b>Accomplishment - Labor Hours</b>							
<b>Notes:</b>							
<ol style="list-style-type: none"> <li>When working in Vent Room 1 - report as <b>Activity 5401-A.</b></li> <li>When working in Vent Room 2 - report as <b>Activity 5401-B.</b></li> <li>When working in Vent Room 3 - report as <b>Activity 5401-C.</b></li> <li>When working in Vent Room 4 - report as <b>Activity 5401-D.</b></li> <li>When working in Control Room - report as <b>Activity 5401-E.</b></li> <li>When working in Generator Room - report as <b>Activity 5401-F.</b></li> <li>When working on the Lighting System - report as <b>Activity 5401-L</b></li> <li>When performing work for Carbon Monoxide Sensor Maintenance - report as <b>Activity 5401-M</b></li> <li>When working on PLC Issues - report as <b>Activity 5401-P</b></li> <li>When working on the Fan Controls - report as <b>Activity 5401-Q</b></li> <li>When working on Computer Issues - report as <b>Activity 5401-R</b></li> <li>When working on the Hydraulics System - report as <b>Activity 5401-S</b></li> <li><b>When reporting Tunnel Contract Maintenance costs, report as Activity 9799-RP</b></li> </ol>							

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 540 Activity Number: <b>5402</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<p style="text-align: center;"><b>Tunnel: Semi-Annual Scheduled Maintenance</b></p>		
<b>Description and Purpose:</b>		
Recommended activity frequency is 2 times per year; maintain safe air supply in tunnel.		
<b>Performance Guideline:</b>		
This activity will be scheduled and performed on a semi-annual basis.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
Traffic Signal Lighting Tech II HOT 4 Highway Operations Supervisor Average Crew Size: 3		<ol style="list-style-type: none"> <li>Clean, replace and calibrate all carbon monoxide sensors.</li> <li>Replace all evaporative cooler filters and clean all ductwork.</li> <li>Lubricate all supply and exhaust fans. Replace belts as necessary.</li> </ol>
<b>Equipment Options</b>		
Code	Description	
01	Pickup	
<b>Material Options</b>		
Code	Description	
94Z	Tunnel Material Miscellaneous / N.O.C.	
<p style="text-align: center;"><b>Accomplishment - Labor Hours</b></p>		
<b>Notes:</b> <ol style="list-style-type: none"> <li>When working in Vent Room 1 - report as <b>Activity 5402-A</b>.</li> <li>When working in Vent Room 2 - report as <b>Activity 5402-B</b>.</li> <li>When working in Vent Room 3 - report as <b>Activity 5402-C</b>.</li> <li>When working in Vent Room 4 - report as <b>Activity 5402-D</b>.</li> <li>When working in Generator Room - report as <b>Activity 5402-F</b>.</li> <li>Replace carbon monoxide sensors annually.</li> <li><b>When reporting Tunnel Contract Maintenance costs, report as Activity 9799-RP</b></li> </ol>		



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 540 Activity Number: <b>5403</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Tunnel: Emergency Repairs</b>		
<b>Description and Purpose:</b>		
Repair and/or replace existing systems.		
<b>Performance Guideline:</b>		
Call Manufacture's rep when necessary. This activity is to be completed at the earliest opportunity to insure the safety and convenience of the public.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
Traffic Signal Lighting Tech II HOT 4 Highway Operations Supervisor  Average Crew Size: 3		<ol style="list-style-type: none"> <li>1. Evaluate the situation.</li> <li>2. Inform TOC of the situation.</li> <li>3. Notify upper management of the situation.</li> <li>4. Proceed with corrective measures.</li> <li>5. Note location by suffix.</li> </ol>
<b>Equipment Options</b>		
Code	Description	
01	Pickup	
<b>Material Options</b>		
Code	Description	
94Z	Tunnel Material Miscellaneous / N.O.C.	
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b> <ol style="list-style-type: none"> <li>1. When working in Vent Room 1 - report as <b>Activity 5403-A.</b></li> <li>2. When working in Vent Room 2 - report as <b>Activity 5403-B.</b></li> <li>3. When working in Vent Room 3 - report as <b>Activity 5403-C.</b></li> <li>4. When working in Vent Room 4 - report as <b>Activity 5403-D.</b></li> <li>5. When working in Control Room - report as <b>Activity 5403-E.</b></li> <li>6. When working in Generator Room - report as <b>Activity 5403-F.</b></li> <li>7. When working on the Lighting System - report as <b>Activity 5403-L</b></li> <li>8. When performing work for Carbon Monoxide Sensor Maintenance - report as <b>Activity 5403-M</b></li> <li>9. When working on PLC Issues - report as <b>Activity 5403-P</b></li> <li>10. When working on the Fan Controls - report as <b>Activity 5403-Q</b></li> <li>11. When working on Computer Issues - report as <b>Activity 5403-R</b></li> <li>12. When working on the Hydraulics System - report as <b>Activity 5403-S</b></li> <li>13. <b>When reporting Tunnel Contract Maintenance costs, report as Activity 9799-RP</b></li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 540 Activity Number: <b>5404</b> Effective Date: <b>7/1/12</b>				
Activity:							
Tunnel: <b>Contract Maintenance</b>		<b>Check Environmental BMP</b>					
Description and Purpose:							
Cleaning of tile, light lens, fire and phone cabinets is required by contract. Cleaning and calibrating high voltage switch gear, roadway supply and exhaust fans.							
Performance Guideline:							
Performed quarterly by vendor and monitored by ADOT. (See <b>Work Method A</b> ) Performed annually by vendor and ADOT, monitored by ADOT. (See <b>Work Method B</b> )							
Statewide Average Crew Size		Work Method					
Traffic Signal Lighting Tech II HOT 4 Highway Operations Supervisor  Average Crew Size: 2		<b>WORK METHOD A: <sup>1</sup></b> 1. Coordinate scheduling between vendor, City and ADOT for traffic control. 2. Monitor vendor for compliance with contract. 3. Oversee traffic control for safety to the motoring public. 4. Notify traffic operations at the start and finish of contract work.  <b>WORK METHOD B: <sup>1</sup></b> 1. Monitor vendor for compliance with contract. 2. Notify traffic operations at the start and finish.					
Equipment Options							
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Code	Description						
94Z	Tunnel Material Miscellaneous / N.O.C.						
Accomplishment - Labor Hours							
Notes:							
1. Report only one method per Crew work report. Use appropriate suffix letter to designate method used as follows: When using Work Method A report under <b>Activity 5404-A.</b> When using Work Method B report under <b>Activity 5404-B.</b>							

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>	Program Number: 540 Activity Number: <b>5409</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Tunnel: Miscellaneous</b>		
<b>Description and Purpose:</b>		
Any tunnel maintenance that does not have any other activity associated with the work being done.		
<b>Performance Guideline:</b>		
<p>This activity shall be used only for tunnel related work which cannot be reasonably performed as <b>Activities 5401 through 5404</b>.</p> <p>The following suffix letters can be used:</p> <ul style="list-style-type: none"> <li>A. Government</li> <li>B. Engineering</li> <li>C. Light Rail</li> <li>D. Other</li> </ul>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>  <div>N/A</div>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 600 <b>Activity Number: 602</b> Effective Date: 7/1/12				
<b>Activity:</b>						
<b>Record Keeping</b>						
<b>Description and Purpose:</b>						
Assist the Org in the preparation and maintenance of Org records and reports.						
<b>Performance Guideline:</b>						
This activity will consist of performing record keeping work in a timely, efficient and legible manner.						
<b>Statewide Average Crew Size</b>		<b>Work Method</b>				
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4 Hwy. Sign Fabricator II  Average Crew Size: 1		1. Assignments under this activity may include, but are not limited to, the following: Daily Work Reports Equipment records and reports Feature Inventory <sup>1</sup> Levels of Service <sup>2</sup> Fixed Assets Inventory <sup>3</sup> Material receipts and issues Material inventory assignment Monthly production reports Monthly crew activity reports Risk Management reports Material Reconciliation <sup>4</sup> Org Work Plans <sup>5</sup>				
<b>Equipment Options</b>						
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Code	Description					
	N/A					
<b>Accomplishment - Labor Hours</b>						
<b>Notes:</b>						
1. All work for Feature Inventory System Data Collection (FISDC) shall be reported as follows: <b>In Office: 602-A    On Roadway: Roadway Maintenance    1591-A</b> <b>Training: 605-J    On Roadway: Natural Resources Only    1491-A</b>						
2. All work for Levels of Service (LOS) shall be reported as follows: <b>In Office: 602-B    On Roadway: Roadway Maintenance    1591-B</b> <b>Training: 605-B    On Roadway: Interstate Signing    451-C</b> <b>Meetings: 902-M    On Roadway: Natural Resources    1491-B</b> <b>On Roadway: Interstate Striping    421-C</b>						
3. Taking Inventory for Fixed Assets, report as <b>Activity 602-F.</b>						
4. When conducting Material Reconciliation, report as <b>Activity 602-R.</b>						
5. When working on Org Work Plans, report as <b>Activity 602-P.</b>						

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 600 Activity Number: <b>603</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Building and Yard Maintenance</b>		
<b>Description and Purpose:</b>		
This activity shall be used for repair and upkeep of maintenance yards and buildings when performed by maintenance Org personnel.		
<b>Performance Guideline:</b>		
<p>All work charged to this activity must be described in the comments section of the Crew Work Report. Describe the specific work performed.</p> <p>The following suffix letters shall be used for the work indicated:</p> <ul style="list-style-type: none"> <li>A. Water Samples at Maintenance Facilities</li> <li>B. Hauling Water for Maintenance Yard</li> <li>C. Generator Usage (in Yard, i.e. No Electric in Camp)</li> <li>G. Grounds Keeping / General Clean Up <sup>2</sup></li> <li>H. Clean Mitigations for Storm Water Pollution Prevention Plan             <ul style="list-style-type: none"> <li>I. Install Mitigations for Storm Water Pollution Prevention Plan</li> </ul> </li> <li>P. Maintenance of Tools &amp; Purchased Equipment</li> <li>R. Haul Rubber</li> <li>S. Security Response</li> <li>V. Light Duty Assignment</li> <li>W. Inspection for Storm Water Pollution Prevention Plan <b>in Maintenance Yards / Facilities</b></li> </ul> <p><b>Inspections<sup>3</sup></b></p> <ul style="list-style-type: none"> <li>Y. Power / Water Outage (In Yard Emergencies)</li> </ul>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>1. When chemical control of vegetation for building or yard is being accomplished report on <b>Activity 354-F</b>.</li> <li>2. When reporting expenditures for this activity, it should be entered on the Crew Work Report as an expenditure on the Expenditure Tab.</li> <li>3. <b>When reporting Org Safety Inspections, report under Activity 902-A</b></li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>	Program Number: 600 Activity Number: <b>605</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Training</b>		
<b>Description and Purpose</b>		
N/A		
<b>Performance Guideline:</b>		
<p>To provide training of ADOT personnel in all aspects of highway maintenance, safety, management and practice. All maintenance personnel within an Org shall charge their time to this activity when attending, or traveling to and from authorized training sessions.</p>		
<ul style="list-style-type: none"> <li>A. Policy and Procedure</li> <li>B. Levels of Service (LOS)<sup>2</sup></li> <li>E. Conferences / Seminars / Workshops</li> <li>F. Work Method</li> <li>G. Safety (Formal Safety Training)</li> <li>H. Equipment Operation / Services (Includes CDL)</li> <li>J. Feature Inventory System Data Collection (FISDC), in classroom or field.</li> <li>K. Maintenance Management System (PeCoS)</li> <li>L. Material</li> <li>M. Other (i.e., New Employee Orientation)</li> <li><b>OC. Other Certifications</b></li> <li>R. Online Training</li> <li>S. Train the Trainer</li> <li>T. Equipment Operator Training &amp; Evaluation Program (EOTEP), in classroom or field (<b>including certifications</b>).</li> <li>W. Simulator Training</li> </ul> <p>5. When traveling the day before or the day after report under <b>Activity 605-5</b>.</p>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
<ul style="list-style-type: none"> <li>1. When reporting the training on this activity, do not report any hours under the training column on Work Report, <b>except when using suffix H or T</b>.</li> <li>2. Levels of Service performed on the roadway to be reported as <b>Activity 1591-B</b>.</li> <li>3. <b>If conducting training, report on Activity 902-PC. If receiving training, report on Activity 605.</b></li> </ul>		

Arizona Department of Transportation	<b>Suffix Required</b>	Program Number: 600
ITD - Highway Maintenance		Activity Number: <b>606</b>
<b>Performance Guideline - PeCoS</b>		Effective Date: <b>7/1/12</b>

Activity:

### Leave

Description and Purpose:

N/A

Performance Guideline:

All personnel shall be shown on a leave card daily when leave is taken.  
The appropriate suffix letter **MUST** be reported on the Work Report.

The following suffix letters shall be used:

Leave Activity Letter	Function Code	Type
A.	300	Annual Leave (New)
B.	303	Annual Leave (Old)
C.	310	Sick Leave
D.	320	Holiday Time
E.	340	Bereavement Time
F.	380	Military Leave
G.	350	Jury Duty Leave
H.	350	Civic Duty Leave
I.	310	Maternity Leave <sup>2</sup>
J.	360	Educational Leave
K.	330	Compensatory Time Used
L.	375	Administrative Leave
M.	630	LWOP (Industrial) Leave Avail. (2 Hrs. Leave/6 Hrs. Industrial)
N.	630	LWOP (Industrial) No Leave Avail. (8 Hrs. Industrial)
P.	640	LWOP (Furlough)
Q.	641	LWOP (Unauthorized)
R.	640	LWOP (Authorized)
S.	311	Family Sick Leave
T.	100	Industrial (Day of Injury <b>ONLY</b> ) <sup>4</sup>
U.	322	Holiday Annual Leave
V.	370	Recognition Leave
W.	308	Donated Leave Taken
Y.	321	Holiday Leave Earned

### Accomplishment - Labor Hours

#### Notes:

- Each type of leave shall be reported on a separate Work Report.
- Sick leave is used as maternity leave. There is no code with designation of maternity leave.
- In order to maintain historical data these codes are not in alpha/numeric order.
- For the day of the injury, record the number of hours worked under the activity performed (i.e., the activity of the injury). **The balance of hours for the day of the injury should be recorded under Activity 606-T. This suffix will appear on the pre-edit under the Reg column so that it will match the BTS.**

The second day, if they're still out & have sick & annual leave, employees have to use sick leave 1st then annual leave up to 40 hours. At this point, the Org starts reporting them on **Activity 606-M**.

[Workers' Compensation Frequently Asked Questions](#)

Arizona Department of Transportation	<b>Suffix Required</b>	Program Number: 600
ITD - Highway Maintenance		Activity Number: <b>607</b>
<b>Performance Guideline - PeCoS</b>	<b>(JSA)</b>	Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Standby</b>		
<b>Description and Purpose:</b>		
N/A		
<b>Performance Guideline:</b>		
This activity shall be used only when fill-in activities cannot be substituted for planned activities.		
<p>Use this activity for reporting maintenance personnel time lost for any of the following reasons:  The following suffix letters shall be used:</p> <ul style="list-style-type: none"> <li>A. Equipment Breakdown</li> <li>B. Weather</li> <li>C. Other Reasons Beyond Control (List Reasons in Comments)</li> <li>G. Installation, Removal or Repair of Two-Way Radios in State Equipment</li> </ul> <p>Equipment usage shall be recorded on standby only when a crew has begun work on an activity and is unable to complete the task, but remains at the job location.</p> <p><b>Equipment that is non-functional shall be placed in "Down" status on the CWR Equipment Tab.</b></p> <p>Standby time shall not be reported for equipment that is in the maintenance yard.</p>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>Comments must be entered giving the reason(s)</li> </ol>		



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 600 Activity Number: <b>609</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Work for Other Divisions, Departments or Agencies</b>		
<b>Description and Purpose:</b>		
N/A		
<b>Performance Guideline:</b>		
<p>This activity shall be used for work performed by maintenance personnel outside the identified responsibility of the state highway system and facilities. A description of the work and the Agency for which work was performed shall be recorded in the comments sections of the Work report.</p> <p>The appropriate suffix <b>MUST</b> be reported on the Work Report.</p> <p>Use the following suffix letters as indicated:</p> <ul style="list-style-type: none"> <li>A. Department of Public Safety (DPS yards, traffic control for DPS - non-accident)</li> <li>B. Work for Cities or Counties</li> <li>C. Work for Federal Agencies</li> <li>D. Work for Materials Division</li> <li>E. Motor Vehicle Division (Weighing stations, etc.)</li> <li>F. Work for Construction</li> <li>G. Work for Aeronautics</li> <li>H. Work for Administration (includes District Administration).</li> <li>J. General Pickup and Delivery of Supplies or Materials for Various Agencies.</li> <li>K. Work for Facilities Maintenance Crew.</li> <li>M. Work for R/W Section</li> <li>N. Oversize Permit Moves</li> <li>R. Work for Department of Corrections.</li> <li>S. Work for Other State Agencies.</li> <li>U. University (Other)</li> <li>V. Light Duty Assignment</li> <li>W. Natural Resource Planners - Review of Construction Plans (w/ Project #)</li> </ul>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>1. DPS requested traffic control for accidents should be reported on <b>Activity 1580-S</b>.</li> <li>2. If performing an Annual Fence Inspection on Reservation Lands, report on <b>Activity 1504-O</b>.</li> <li>3. <b>Remember to enter project #s on Tracking Tab, if applicable.</b></li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 600 Activity Number: <b>611</b> Effective Date: <b>7/1/12</b>										
<b>Activity:</b>												
<b>Material Handling</b>		<u><b>Check Environmental BMP</b></u>										
<b>Description and Purpose:</b>												
Haul and handle supplies and materials.												
<b>Performance Guideline:</b>												
Origin, destination and type of non-roadway material shall be written in the comments section of the work report.												
<b>Statewide Average Crew Size</b>		<b>Work Method</b>										
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 1												
<b>Equipment Options</b>												
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Code	Description											
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Code	Description											
	N/A											
<b>Accomplishment - Labor Hours</b>												
<b>Notes:</b> <ol style="list-style-type: none"> <li>When waiting for Materials Deliveries, report under <b>Activity 611-D</b>.</li> <li>Use this activity for hauling scrap, including old signs.</li> <li>Traffic Signals personnel report mobile maintenance service &amp; other stock inventory as <b>Activity 611-R</b>.</li> <li>If stockpiling snow material report using <b>Activity 179-V</b></li> <li>Use this activity for transporting equipment to Property Surplus.</li> </ol>												

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 600 Activity Number: <b>612</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Work for Equipment Services</b>		<b><u>Check Environmental BMP</u></b>
<b>Description and Purpose:</b>		
N/A		
<b>Performance Guideline:</b>		
Mechanical work performed on assigned equipment by maintenance personnel. Transportation of equipment at the request of equipment services.		
<p>The following suffix letters shall be used as indicated:</p> <ul style="list-style-type: none"> <li>A. Transport Equipment To or From Shop.</li> <li>B. Transport State Equipment to Turn in and Pick up.</li> <li>C. Make Minor Repairs</li> <li>D. Help Equipment Services with Repairs</li> <li>E. Maintain and Repair Equipment Services Facilities.</li> <li>F. Pick up Supplies from or for Equipment Services</li> <li>G. Change and Repair Tires.</li> <li>H. Work on Strippers / Sprayers.</li> <li>I. Wait for Fuel Delivery.</li> <li>J. Monitor Fuel and Related Work</li> <li>K. Miscellaneous</li> <li>P. Preventative Maintenance</li> <li>V. Loading or unloading tools and supplies from vehicles when turning into Equipment Services.</li> <li>W. Car Wash <u>Non-Snow</u> Vehicles</li> </ul>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>When reporting expenditures for this activity, it should be entered on the crew work report as an expenditure on the Expenditure Tab.</li> <li><b>Equipment that is non-functional shall be placed in "Down" status on the CWR Equipment Tab.</b></li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>	Program Number: 600 Activity Number: <b>620</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>			
<b>Contract Administration - ROADWAY MAINTENANCE</b>			
<b>Description and Purpose:</b>			
N/A			
<b>Performance Guideline:</b>			
This activity shall be used for any time involved in the administration of Roadway Maintenance contracts by the ORG supervisor or designated representative, such as: scheduling, soliciting, supervision, record keeping, inspections for compliance of contract. <sup>1</sup>			
The following suffix letters shall be used as indicated: <ul style="list-style-type: none"> <li>A. Pavement Leveling</li> <li>B. Paving</li> <li>C. Seal Coat - State Traffic Control Seal Coat - Contractor Traffic Control</li> <li>D. Pavement Milling and Replacement</li> <li>E. Pavement Profiling</li> <li>F. Crack Filling w/ Asphalt Rubber</li> <li>G. Hydro Vac</li> <li>H. Litter Pickup, Highway</li> <li>I. Roadway Mechanical Litter Pickup</li> <li>J. Guardrail Installation and Repair</li> <li>K. Fence Inspection and Minor Repair</li> <li>L. Bird Netting</li> <li>M. Mechanical Sweeping</li> <li>N. Resident Rest Area Maintenance <sup>1</sup> Non-Residential Rest Area Maintenance <sup>1</sup></li> <li>O. New Cattle Guard Installation</li> <li>P. Flushing</li> <li>Q. Pavement Striping</li> <li>R. Traffic Control</li> <li>S. Declared Emergency Contracts (when specific project # is assigned)</li> <li>T. Cable</li> <li>U. Miscellaneous Contract Maintenance</li> <li>V. New Fence Installation</li> <li>W. Sound Wall Repair</li> <li>Y. Concrete Repair</li> </ul>			
<b>Accomplishment - Labor Hours</b>			
<b>Notes:</b>			
1. Report routine rest area inspections on <b>Activity 209-4</b> or <b>Activity 259-4</b> . Do not report daily or weekly inspections of Rest Area's on this activity.			

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>SYSTEM CREATED</b>	Program Number: 600 Activity Number: <b>622</b> Effective Date: <b>7/1/12</b>
Activity:			
<div> <div>Loaned Personnel &amp; Equipment</div> </div>			
Description and Purpose:			
Provides a record of all loaned personnel and equipment. <b>THIS IS SYSTEM GENERATED AND CANNOT BE MANUALLY ENTERED OR EDITED.</b>			
Performance Guideline:			
<p>It is required that each maintenance worker and each piece of equipment be reported by the Org to which they are assigned, even though they may be loaned to another Org. This activity shall be used to report only maintenance personnel and equipment on temporary loan to another Org. Maintenance personnel and equipment on loan to another maintenance Org are also reported on the appropriate activity by the BORROWING ORG.</p> <p><b>A 622 is automatically generated when equipment and/or labor resources are borrowed from a Maintenance Org within your district/area and the crew work report is in Approved status.</b></p> <p><b>A 622-A is automatically generated when equipment and/or labor resources are borrowed from a Maintenance Org outside of your district/area and the crew work report is in approved status.</b></p> <p><b>The system does a check nightly to look for resources that are borrowed between two Orgs then creates a 622 or a 622-A crew work report for each 'lending' Org.</b></p> <p><b>If a crew work report is edited after the 622 has been generated the system will automatically update the current 622 overnight.</b></p>			
Accomplishment - N/A			
Notes:			

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>	Program Number: 600 Activity Number: <b>623</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>			
<b>Contract Administration - Natural Resources</b>			
<b>Description and Purpose:</b>			
N/A			
<b>Performance Guideline:</b>			
This activity shall be used for any time involved in the administration of contracts by NRMG Org Manager, Org designated representative, or Contract Specialist, such as: bid preparation, pre-offer conferences, scheduling, soliciting, supervision, record keeping, inspections, etc.			
<p>The following suffix letters shall be used as indicated:</p> <ul style="list-style-type: none"> <li>A.     Herbicide Spraying / Navajo Nation</li> <li>B.     Herbicide Spraying / Safety Features</li> <li>C.     Highway and Building Landscape--Winslow / Holbrook</li> <li>D.     Building Landscape / Other</li> <li>G.     Contract Mowing - 5' Swath</li> <li>H.     Litter Pickup, Highway</li> <li>N.     Noxious Weed Surveys <sup>1</sup></li> <li>S.     Declared Emergency Contracts (when specific project # is assigned)</li> <li>U.     Miscellaneous Maintenance</li> <li>V.     Tree Pruning / Landscape</li> <li>W.     Tree Thinning</li> <li>Y.     Chipping</li> </ul>			
<b>Accomplishment - Labor Hours</b>			
<b>Notes:</b>			
1.     Noxious Weed Surveys being accomplished for Materials in source pits, will be recorded on <b>Activity 609-D.</b>			

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>	Program Number: 600 Activity Number: <b>624</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>			
<b>Contract Administration - Landscape Maintenance</b>			
<b>Description and Purpose:</b>			
N/A			
<b>Performance Guideline:</b>			
This activity shall be used for any time involved in the administration of contracts by Landscape Org Supervisor or designated representative, or Contract Specialist, such as: scheduling, soliciting, supervision, record keeping, inspections, bid preparation, pre-offer conferences, etc.			
The following suffix letters shall be used as indicated: <ul style="list-style-type: none"> <li>A. Sponsor Adopt-A-Highway</li> <li>B. Tree Maintenance</li> <li>C. Backflow Testing</li> <li>D. Irrigation Maintenance</li> <li>G. Graffiti Removal</li> <li>H. Litter Pickup, Highway</li> <li>K. Fence Inspection and Minor Repair</li> <li>N. Design Reviews Conducted in the Field (Partnering, Field Inspection, Final Walk-Through, etc.)</li> <li>O. Landscape Maintenance</li> <li>R. Traffic Control</li> <li>S. Declared Emergency Contracts (when specific project # is assigned)</li> <li>U. Miscellaneous Maintenance</li> <li>V. New Fence Installation</li> <li>W. DOC Contract</li> </ul>			
<b>Accomplishment - Labor Hours</b>			
<b>Notes:</b>			
N/A			

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>	Program Number: <b>600</b> Activity Number: <b>625</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Contract Administration - Traffic Signals &amp; Lighting</b>		
<b>Description and Purpose:</b>		
N/A		
<b>Performance Guideline:</b>		
This activity shall be used for any time involved in the administration of contracts by Traffic Signals Maintenance Org supervisor or designated representative, or Contract Specialist, such as: scheduling, soliciting, supervision, record keeping, inspections, etc.		
<p>The following suffix letters shall be used as indicated:</p> <ul style="list-style-type: none"> <li>C. Uninterrupted Power Supplies</li> <li>D. DMS Signs</li> <li>F. Pole Foundation Installation</li> <li>H. High Mast Lighting</li> <li>R. Traffic Control</li> <li>S. Declared Emergency Contracts (when specific project # is assigned)</li> <li>T. Traffic Signal Video Detection</li> <li>U. Miscellaneous Maintenance</li> </ul>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
N/A		



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>	Program Number: 600 Activity Number: <b>626</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Contract Administration - Signing &amp; Striping</b>		
<b>Description and Purpose:</b>		
N/A		
<b>Performance Guideline:</b>		
This activity shall be used for any time involved in the administration of contracts by Signing & Striping Maintenance Org supervisor or designated representative, or Contract Specialist, such as: scheduling, soliciting, supervision, record keeping, inspections, etc.		
<p>The following suffix letters shall be used as indicated:</p> <ul style="list-style-type: none"> <li>R. Traffic Control</li> <li>S. Declared Emergency Contracts (when specific project # is assigned)</li> <li>U. Miscellaneous Maintenance</li> </ul>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
N/A		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	Program Number: 700 Activity Number: <b>700</b> Effective Date: <b>7/1/12</b>																		
<b>Activity:</b>																			
<b>Non-Routine Maintenance</b> <span style="float: right;"><u><b>Check Environmental BMP</b></u></span>																			
<b>Description and Purpose:</b>																			
N/A																			
<b>Performance Guideline:</b>																			
Maintenance work not classified in the routine work program is planned and reported in this activity. This includes the following: <ol style="list-style-type: none"> <li>1. Work of a size or scope which exceeds standard maintenance activities, but is too small to contract, not to exceed \$ 193,000 per project.</li> <li>2. Projects that would improve roadway safety and appearance, reduce maintenance, eliminate maintenance trouble spots, the expansion or extension of existing features, and the installation of new features.</li> </ol>																			
<p>Each Org Supervisor shall prepare project proposals for submission to the district for approval. Each proposal shall give location, work description, general work method, planned crew size, planned equipment complement, anticipated material requirements, and number of working days required. Projects shall be of varying size and crew requirements to allow scheduling flexibility as fill-in activities. Projects for each Org shall be prioritized for scheduling and performance.</p> <p>Activity numbers may be assigned at the option of the district, within the limits of the following table:</p> <table style="width: 100%;"> <tr> <td style="width: 40%;">           *** 700 - 709 Surfacing            *** 710 - 719 Roadside            *** 720 - 729 Rest Areas            *** 730 - 739 Landscape            *** 740 - 749 Safety            *** 750 - 759 Building and Yard            *** 760 - 769 Drainage            *** 770 - 779 Major Structure Repair            *** 780 - 789 Miscellaneous            *** 790 - 799 Reserved for assignment by Maintenance Management Services to Statewide Projects         </td> <td style="width: 60%;">           *** NOTE: These activity #'s are to appear as the JOB NUMBER in the tracking tab on CWR in PeCoS. Suffix letters may be used, as necessary, to extend the number of work activities.         </td> </tr> </table> <p>Districts may assign administrative job numbers when fiscal cost data is desired.</p>		*** 700 - 709 Surfacing *** 710 - 719 Roadside *** 720 - 729 Rest Areas *** 730 - 739 Landscape *** 740 - 749 Safety *** 750 - 759 Building and Yard *** 760 - 769 Drainage *** 770 - 779 Major Structure Repair *** 780 - 789 Miscellaneous *** 790 - 799 Reserved for assignment by Maintenance Management Services to Statewide Projects	*** NOTE: These activity #'s are to appear as the JOB NUMBER in the tracking tab on CWR in PeCoS. Suffix letters may be used, as necessary, to extend the number of work activities.																
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<b>Material Options</b>																			
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93L	Sand Bags																		
<b>Accomplishment - Labor Hours</b>																			
<b>Notes:</b>																			
1. For removal of large / unauthorized signs, use <b>Job # 790</b> (ARS 28-648).																			

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 710 Activity Number: <b>710</b> Effective Date: <b>7/1/12</b>														
<b>Activity:</b>																
<b>Traffic Non-Routine Maintenance (ORG 7893 ONLY)</b>		<b><u>Check Environmental BMP</u></b>														
<b>Description and Purpose:</b>																
N/A																
<b>Performance Guideline:</b>																
Maintenance work not classified in the routine work program is planned and reported in this activity. This includes the following: <ol style="list-style-type: none"> <li>1. Work of a size or scope which exceeds standard maintenance activities, but is too small to contract, not to exceed \$ 193,000 per project.</li> <li>2. Projects that would improve roadway safety and appearance, reduce maintenance, eliminate maintenance trouble spots, the expansion or extension of existing features, and the installation of new features.</li> </ol>																
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<b>Material Options</b>																
Code	Description															
	See Material List															
<b>Accomplishment - Labor Hours</b>																
<b>Notes:</b>																
1.	When checking Org Feature Inventory, report under <b>Activity 602-A (In Office) or Activity 1591-A (On Roadway)</b> .															

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	Program Number: 720 Activity Number: <b>720</b> Effective Date: <b>7/1/12</b>																																														
Activity:																																															
<b>Traffic Non-Routine Maintenance (ORG 8199 ONLY)</b> <span style="float: right; color: red;"><b><u>Check Environmental BMP</u></b></span>																																															
Description and Purpose:																																															
N/A																																															
Performance Guideline:																																															
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Notes:																																															
<ol style="list-style-type: none"> <li>1. When checking Org Feature Inventory, report under <b>Activity 602-A (In Office) or Activity 1591-A (On Roadway)</b>.</li> <li>2. <b>For Emergency Bluestake, report under Activity 191-EB</b></li> </ol>																																															

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 730 Activity Number: <b>730</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Traffic Non-Routine Maintenance (ORG 8899)</b>		<b><u>Check Environmental BMP</u></b>
<b>Description and Purpose:</b>		
N/A		
<b>Performance Guideline:</b>		
<p>Maintenance work not classified in the routine work program is planned and reported in this activity. This includes the following:</p> <p style="text-align: center;">Projects that would improve roadway safety and appearance, reduce maintenance, eliminate maintenance trouble spots, the expansion or extension of existing features, and the installation of new features.</p>		
<p>The District Traffic Engineer shall prepare project proposals for submission to the Org Supervisor.</p> <p>Each proposal shall give location, work description, general work method, planned crew size, planned equipment complement, anticipated material requirements, and number of working days required. Projects shall be of varying size and crew requirements to allow scheduling flexibility as fill-in activities.</p> <p style="margin-left: 40px;">707 Install Video Detection 708 Install UPS System</p> <p style="text-align: center;"><b>The above activity numbers are to be entered as "Job Numbers" on Crew Work Reports on the Tracking Tab in PeCoS.</b></p> <p>If assigned Activity #'s do not best describe work being accomplished, the Org / Regional Supervisor should contact MMS requesting additional Activity #'s be assigned, to avoid duplication.</p>		
<b>Material Options</b>		
Code	Description	
	See Material List	
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
1.	When checking Org Feature Inventory, report under <b>Activity 602-A (In Office)</b> or <b>Activity 1591-A (On Roadway)</b> .	

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>	Program Number: 740 Activity Number: <b>740</b> Effective Date: <b>7/1/12</b>										
<b>Activity:</b>													
<b>Traffic Non-Routine Maintenance (ORG 8599)</b>		<b><u>Check Environmental BMP</u></b>											
<b>Description and Purpose:</b>													
N/A													
<b>Performance Guideline:</b>													
<p>Maintenance work not classified in the routine work program is planned and reported in this activity. This includes the following:</p> <p>Projects that would improve roadway safety and appearance, reduce maintenance, eliminate maintenance trouble spots, the expansion or extension of existing features, and the installation of new features.</p> <p>The District Traffic Engineer shall prepare project proposals for submission to the Org Supervisor.</p> <p>Each proposal shall give location, work description, general work method, planned crew size, planned equipment complement, anticipated material requirements, and number of working days required. Projects shall be of varying size and crew requirements to allow scheduling flexibility as as fill-in activities.</p> <p>Projects for each Org shall be prioritized for scheduling and performance.</p> <p>* Activity numbers may be assigned at the option of the district, within the limits of the following table:</p> <table border="0"> <tr> <td>701 Cabinet install</td> <td>703 Revamp Lighting</td> <td>710A Palo Verde</td> </tr> <tr> <td>702 Revamp Signal</td> <td>704 New Signal Project</td> <td>707 Install Video Detection</td> </tr> </table> <table border="0"> <tr> <td><u>FLAGSTAFF</u></td> <td><u>SNOWFLAKE</u></td> </tr> <tr> <td>740-744 A-Z</td> <td>745-749 A-Z</td> </tr> </table> <p>* <b>The above activity numbers are to be entered as "Job Numbers" on Crew Work Reports on the Tracking Tab in PeCoS.</b></p> <p>* <b>Suffixes A-Y (excluding O and P) are available and defined by user.</b></p> <p>District may assign administrative job numbers when fiscal cost data is desired.</p> <p>If assigned Activity #'s do not best describe work being accomplished, the Org / Regional Supervisor should contact MMS requesting additional Activity #'s be assigned, to avoid duplication.</p>				701 Cabinet install	703 Revamp Lighting	710A Palo Verde	702 Revamp Signal	704 New Signal Project	707 Install Video Detection	<u>FLAGSTAFF</u>	<u>SNOWFLAKE</u>	740-744 A-Z	745-749 A-Z
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<b>Material Options</b>													
Code	Description												
	See Material List												
<b>Accomplishment - Labor Hours</b>													
<b>Notes:</b>													
1.	When checking Org Feature Inventory, report under <b>Activity 602-A (In Office)</b> or <b>Activity 1591-A (On Roadway)</b> .												

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 750 Activity Number: <b>750</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>SIGN FACTORY - NON-ROUTINE MAINTENANCE (ORG 9673 ONLY)</b>		<b><u>Check Environmental BMP</u></b>
<b>Description and Purpose:</b>		
N/A		
<b>Performance Guideline:</b>		
<p>Maintenance work which is not classified in the routine work program, is planned and reported in this activity. This includes the following:</p> <ol style="list-style-type: none"> <li>1. Projects which improve safe operating conditions or sign production by modifying existing equipment or designing and fabricating new equipment not available for purchase.</li> <li>2. Projects to fabricate special materials or displays for other state use.</li> </ol>		
<p>The Sign Factory Supervisor shall review and approve all equipment modifications or fabrication.</p> <p>The Traffic Operations Engineer or their assignee shall approve all special requests to fabricate materials or displays.</p> <p>Org will assign Suffix letter designating various projects.</p> <p>M. Maintenance on Tools N. Non-District Projects</p>		
<b>Material Options</b>		
Code	Description	
	See Material List	
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
N/A		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 800 Activity Number: <b>891</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Make Premix Material</b>		<u><b>Check Environmental BMP</b></u>
<b>Description and Purpose:</b>		
Windrow mineral aggregate, apply asphalt and mix.		
<b>Performance Guideline:</b>		
Aggregate shall be checked for proper moisture.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		<ol style="list-style-type: none"> <li>Determine the amount of asphalt needed for available aggregate.</li> <li>Grade aggregate into a windrow.</li> <li>Apply liquid asphalt to windrow in multiple applications.</li> <li>Each application of asphalt is turned by grader following immediately behind the distributor.</li> <li>After the final asphalt application continue mixing until the premix has obtained aeration of cutback.</li> <li>Bring premix into a single windrow in preparation for storage.</li> </ol>
<b>Equipment Options</b>		
Code	Description	
10	Grader	
61	Oil Distributor	
62	Distributor Truck	
<b>Material Options</b>		
Code	Description	
06A	Salvaged AC pavement	
05B	Emulsified Asphalt	
08B	Liquid Asphalt (CIP)	
09B	Emulsified Asphalt (CIP)	
10B	Emulsified Petrol Resin (CIP)	
17B	PASS (CIP)	
31L	Granite Landscape Aggregate (mulch)	
01M	Aggregate Produced	
02M	Aggregate Purchased	
03M	Sand Produced	
04M	Sand Purchased	
05M	Cinders - Coarse	
09M	Chips Purchase / Cover Matr'l	
11M	Cinders - Fines	
<b>Accomplishment - Cubic Yards</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li> <b>Exception to Zero Accomplishment Universal Suffix instructions;</b> when no accomplishments have been achieved due to the following reasons, report as:           <ol style="list-style-type: none"> <li>Preparatory to Aeration work for production of premix material, report as <b>Activity 891-A.</b></li> <li>Drying Wet Material, report as <b>Activity 891-C.</b></li> <li>Adding Asphalt or Water to existing material, report as <b>Activity 891-E.</b></li> <li>Loading and Unloading material from mixing table, report as <b>Activity 891-H.</b></li> <li>Preparing Materials, report as <b>Activity 891-I.</b></li> </ol> </li> </ol>		



[illegible]

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 800 Activity Number: <b>897</b> Effective Date: <b>7/1/12</b>																		
Activity:																				
Screen Material		<u>Check Environmental BMP</u>																		
Description and Purpose:																				
Screen Material for use on roadway.																				
Performance Guideline:																				
N/A																				
Statewide Average Crew Size		Work Method																		
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 2		1. Load material onto screen with loader. 2. Place material in stockpile.																		
Equipment Options																				
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>03/04</td> <td>Truck</td> </tr> <tr> <td>11</td> <td>Loader</td> </tr> <tr> <td>52</td> <td>Trailer, Large</td> </tr> </tbody> </table>			Code	Description	03/04	Truck	11	Loader	52	Trailer, Large										
Code	Description																			
03/04	Truck																			
11	Loader																			
52	Trailer, Large																			
Material Options																				
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td colspan="2">See Note # 1 Below</td> </tr> </tbody> </table>		Code	Description	See Note # 1 Below																
Code	Description																			
See Note # 1 Below																				
Accomplishment - Cubic Yards																				
<b>Notes:</b>  1. The following codes shall be used to identify the type of material being screened:  <table> <tr> <td>02P</td> <td>Aggregate</td> <td>04P</td> <td>Sand</td> <td>06P</td> <td>Blotter</td> </tr> <tr> <td>03P</td> <td>Chips</td> <td>05P</td> <td>Cinders</td> <td>07P</td> <td>Salvage AC Pavement</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>20P</td> <td>Rock Mulch</td> </tr> </table> <p>No cost for tracking material being screened will be accrued if the above codes are used as listed in valid material code list. ('P' codes are NOT to be entered in Org Inventory)</p>			02P	Aggregate	04P	Sand	06P	Blotter	03P	Chips	05P	Cinders	07P	Salvage AC Pavement					20P	Rock Mulch
02P	Aggregate	04P	Sand	06P	Blotter															
03P	Chips	05P	Cinders	07P	Salvage AC Pavement															
				20P	Rock Mulch															

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>  <b>(JSA)</b>	Program Number: 800 Activity Number: <b>899</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Other Material Operations</b>		<b><u>Check Environmental BMP</u></b>
<b>Description and Purpose:</b>		
This activity shall be used only for work related to material production and which cannot be reasonably performed as <b>Activity 891</b> through <b>Activity 897</b> . Proper safety devices and signs shall be used in every case.		
<b>Performance Guideline:</b>		
<p>Overhead and support work related to maintenance materials handling shall be reported on this activity.</p> <p>The following suffix letters shall be used:</p> <ul style="list-style-type: none"> <li>A. Clean Storage Facilities</li> <li>B. Salvage Reusable Material (Surface &amp; Base Material)</li> <li>D. Blade and Maintain Pit and Material Storage Sites and Roads</li> <li>F. Pushing up a Stockpile</li> <li>J. Construct Mixing Table</li> <li>K. Stockpiling Material in Pit</li> </ul> <p>This list is not all-inclusive. Other unclassified material overhead support work may be charged to this activity.</p>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>Pushing up or Stockpiling Snow Materials, report under <b>Activity 179-V</b>.</li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	Program Number: 900 Activity Number: <b>901</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>	
<b>Administrative Support</b>	
<b>Description and Purpose:</b>	
N/A	
<b>Performance Guideline:</b>	
Maintenance Analysts, Administrative Assistants, Coordinators and other personnel regularly assigned to the administrative support of a maintenance Org should be planned and reported under this activity.	
<p>A separate Daily Work Report must be completed for each day worked.</p> <p>Maintenance personnel temporarily working for District Administration, Permits, Safety, etc. are reported as <b>Activity 609-H</b>.</p> <p>Actual work being accomplished &amp; for whom should be recorded in the comments section of the Daily Work Report.</p>	
<b>Accomplishment - Labor Hours</b>	
<b>Notes:</b>	
N/A	

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>	Program Number: 900 Activity Number: <b>902</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Other Support Activity</b>		
<b>Description and Purpose:</b>		
N/A		
<b>Performance Guideline:</b>		
This activity should be used for work performed in support of a maintenance ORG which is not related to roadway maintenance. <sup>1</sup>		
<p>The following suffix letters should be used:</p> <ul style="list-style-type: none"> <li>A. Org Safety Representative Duties <b>(includes Yard Inspections)</b></li> <li>B. Panel Interviews</li> <li>C. State Service Job Interview</li> <li>D. State / Regional / District / Org Meetings, including Safety</li> <li>F. EPAS Review &amp; Preparation</li> <li>G. Special Hearings (i.e. Incident Review Board, others)</li> <li>H. CDL (Testing, Physicals, Drug Screening)<sup>2</sup></li> <li>J. Employee Appreciation</li> <li>K. Equipment Rodeo (See Exception)<sup>3</sup></li> <li>L. Miscellaneous</li> <li>M. Levels of Service (Meetings, etc. - Not on Roadway)<sup>4</sup></li> <li>N. Design Reviews (Partnering, etc., Conducted in an Office / Meeting Environment)</li> <li>Q. Prepare / Conduct Meeting</li> <li>R. Training Officer / Coordinator / Signal / Permits (ONLY-Being Paid by Maintenance)</li> <li>S. Natural Resource Contract Writing (Org 9140 ONLY)</li> <li>V. Computer Support</li> <li>W. General Environmental Clearance Review / Write (Planners ONLY)</li> <li>WD. Weather Related Data Gathering</li> <li><b>PC Preparing or Conducting Training (including certifications)<sup>6</sup></b></li> </ul>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>When traveling day before or after actual meeting, training, etc, report under <b>Activity 605-5</b>.</li> <li>CDL (equip. operation) training to be reported is reported on <b>Activity 605-H</b>.</li> <li>The transportation of equipment related to the Equipment Rodeo should be reported as Activity 905-K.</li> <li>Levels of Service accomplished on the roadway is reported on <b>Activity 1591-B</b>. OES/NRMG report on <b>Activity 1491-B</b>.</li> <li>All "field" work, such as field inspections, final walk-thrus, etc. report on <b>Activity 1591-N</b>. Work will be locations required.</li> <li><b>If conducting training, report on Activity 902-PC. If receiving training, report on Activity 605.</b></li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 900 <b>Activity Number: 903</b> Effective Date: 7/1/12				
Activity:						
<b>Supervision</b>						
Description and Purpose:						
Manage, coordinate and assist in multiple work activities as supervisor of a Maintenance Org.						
Performance Guideline:						
Supervision should be distributed between the Org Supervisor and the Lead Person. See below for guidelines in reporting supervision by a person. <sup>1</sup>						
Statewide Average Crew Size		Work Method				
Supervisor  Average Crew Size: 1						
Equipment Options						
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Pickup</td> </tr> </tbody> </table>			Code	Description	01	Pickup
Code	Description					
01	Pickup					
Material Options						
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td>N/A</td> </tr> </tbody> </table>		Code	Description		N/A	
Code	Description					
	N/A					
<b>Accomplishment - Labor Hours</b>						
<b>Notes:</b> <ol style="list-style-type: none"> <li>When a Person has been designated acting Supervisor and has been given responsibility for the Org, their time should be reported on this activity.</li> <li>Whenever the Supervisor works on a roadway activity, report time under applicable activity.</li> <li>When dealing with personnel issues, report as <b>Activity 903-B</b>.</li> </ol>						

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 900 <b>Activity Number: 904</b> Effective Date: 7/1/12
<b>Activity:</b>		
<b>Lead Person (Supervision)</b>		
<b>Description and Purpose:</b>		
Under the direction of the maintenance supervisor, assist in managing and coordinating work activities in a maintenance Org.		
<b>Performance Guideline:</b>		
The lead persons time will be reported on this activity only when working in the capacity of assisting the supervisor. When the lead person is acting in place of the supervisor, their time will be shown on <b>Activity 903</b> .		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
Lead Person  Average Crew Size: 1		
<b>Equipment Options</b>		
Code	Description	
01	Pickup	
<b>Material Options</b>		
Code	Description	
	N/A	
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>  1. Whenever the Lead Person works as part of a crew on a roadway activity, report time under that activity.		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 900 Activity Number: <b>905</b> Effective Date: <b>7/1/12</b>								
<b>Activity:</b>										
<b>Transport Equipment</b>										
<b>Description and Purpose:</b>										
Transportation of equipment that is independent of any other work activity performance.										
<b>Performance Guideline:</b>										
Labor hours and equipment usage are to be reported on this activity when: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>           1. Equipment is Moved from Org to Org.            2. Equipment is Moved from District to District.         </div> <div>           3. Equipment is Moved within Org Boundaries.         </div> </div> <p><b>If you check the box on the Equipment Tab "<i>Equipment is transported and not used</i>" then the system will record equipment hours but not costs.<sup>1</sup></b></p>										
<b>Statewide Average Crew Size</b>		<b>Work Method</b>								
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size: 1										
<b>Equipment Options</b>										
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 10%;">Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>02/03/04</td> <td>Truck</td> </tr> <tr> <td>05</td> <td>Tractor</td> </tr> <tr> <td>52</td> <td>Trailer, Large</td> </tr> </tbody> </table>			Code	Description	02/03/04	Truck	05	Tractor	52	Trailer, Large
Code	Description									
02/03/04	Truck									
05	Tractor									
52	Trailer, Large									
<b>Material Options</b>										
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Code	Description									
N/A										
<b>Accomplishment - Labor Hours</b>										
<b>Notes:</b> <ol style="list-style-type: none"> <li>1. Equipment transported for Equipment Certification should be reported as Activity 905-C.</li> <li>2. Equipment transporting, as part of "Reimbursable Transport Services", should be reported as Activity 905-E. (Use of suffix is important for reimbursement tracking purposes.)</li> <li>3. The transportation of equipment related to the Equipment Roadeo should be reported as Activity 905-K.</li> <li>4. The transportation of State equipment to/from Equip. Svcs. shop should be reported on Activity 612-A.</li> </ol>										



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 900 Activity Number: <b>906</b> Effective Date: <b>7/1/12</b>
Activity:		
District Management		
Description and Purpose:		
Provides a record of all district management that is not covered by other activities		
Performance Guideline:		
District Management Personnel paid by maintenance assigned to administrative support of maintenance should be planned and reported under this activity. Examples are: <div style="display: flex; justify-content: space-between;"> <div>           District Engineer            Asst. District Engineer            Maintenance Engineer            Right of Way Agent            Maintenance Superintendents         </div> <div>           Landscape Architect            Transportation Engineer Specialist            Permit Supervisor            Development Engineer            ASO         </div> </div>		
Statewide Average Crew Size	Work Method	
Average Crew Size: 1		
Equipment Options		
<div style="display: flex;"> <div style="width: 10%;">Code</div> <div>Description</div> </div> <div style="text-align: center;">N/A</div>		
Material Options		
<div style="display: flex;"> <div style="width: 10%;">Code</div> <div>Description</div> </div> <div style="text-align: center;">N/A</div>		
Accomplishment - No Statewide Average Accomplishment		
Notes:		
1. Any person performing district level management duties should report their hours under this activity.		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 900 <b>Activity Number: 907</b> Effective Date: 7/1/12
<b>Activity:</b>		
<b>Statewide Management</b>		
<b>Description and Purpose:</b>		
Provides a record of all statewide management that is not covered by other activities.		
<b>Performance Guideline:</b>		
<b>State Level administrative support for maintenance should be planned and reported under this activity.</b> <b>Examples are:</b> <b>State Maintenance Engineer</b> <b>Asst. State Maintenance Engineer</b> <b>And all other positions in Central Maintenance</b>		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
Average Crew Size: 1		
<b>Equipment Options</b>		
Code	Description	
	N/A	
<b>Material Options</b>		
Code	Description	
	N/A	
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>  1. Any person performing state level management duties should report their hours under this activity.		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 900 <b>Activity Number: 908</b> Effective Date: 7/1/12
Activity:		
<b>District Environmental Coordinator Tasks</b>		
Description and Purpose:		
Provides a record of all district environmental coordination tasks that are not covered by other activities.		
Performance Guideline:		
District Level Environmental Coordination should be planned and reported under this activity.		
Statewide Average Crew Size		Work Method
Average Crew Size: 1		
Equipment Options		
Code	Description	
	N/A	
Material Options		
Code	Description	
	N/A	
<b>Accomplishment - Labor Hours</b>		
Notes:		
1. The District Environmental Coordinator should report their hours under this activity.		

Arizona Department of Transportation	<b>Suffix Required</b>	Program Number:	900
ITD - Highway Maintenance		Activity Number:	950
<b>Performance Guideline - PeCoS</b>		Effective Date:	7/1/12
<b>Activity:</b>			
<b>Contract Maintenance Services Manager - ORG 9850 ONLY</b>			
<b>Performance Guideline:</b>			
<p>This Activity is for use by the Contract Maintenance Services Manager or support persons working in the Manager position.</p>			
<p>The following suffix letters should be used:</p> <ul style="list-style-type: none"> <li>A. Contract Review &amp; Support</li> <li>B. Research and Development</li> <li>C. Strategic Planning</li> <li>E. Budget</li> <li>F. IGA</li> <li>G. Personnel Issues</li> <li>H. EPAS Review</li> <li>S. Special Projects</li> </ul> <p>This list is not all inclusive. There may be other unclassified support which may be charged to this activity. If additional suffix letters are required, Districts must coordinate with Maintenance Management Services to avoid duplication.</p>			
<b>Accomplishment - Labor Hours</b>			
<b>Notes:</b>			
<p>N/A</p>			

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>	Program Number: 900 Activity Number: <b>951</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Solicitation and Contract Support - ORG 9850 ONLY</b>		
<b>Performance Guideline:</b>		
Manager and Specification Writers should be planned and reported under this Activity.		
<p>The following suffix letters should be used:</p> <ul style="list-style-type: none"> <li>A. Solicitation Development</li> <li>B. Specification Writing</li> <li>C. Pre-Offers</li> <li>D. Bid Openings and Evaluations</li> <li>E. Post Award Conference</li> <li>F. Amendments</li> <li>G. Procurement Issues</li> <li>H. Miscellaneous Contract Support</li> </ul> <p>This list is not all inclusive. There may be other unclassified support which may be charged to this activity. If additional suffix letters are required, Districts must coordinate with Maintenance Management Services to avoid duplication.</p>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
N/A		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>	Program Number: 900 Activity Number: <b>952</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Contract Maintenance Services - ORG 9850 ONLY</b>		
<b>Performance Guideline:</b>		
Personnel regularly assigned to the administrative support of Contract Maintenance Services should be planned and reported under this Activity.		
<p>The following suffix letters should be used:</p> <ul style="list-style-type: none"> <li>A. Budget Projects</li> <li>D. Strategic Planning</li> <li>E. Administrative Projects</li> <li>F. PeCoS Budget / Work Adjustment</li> <li>G. PeCoS Daily Work Reports</li> <li>H. PeCoS Expenditure Entry / Correction</li> </ul> <p>This list is not all inclusive. There may be other unclassified support which may be charged to this activity. If additional suffix letters are required, Districts must coordinate with Maintenance Management Services to avoid duplication.</p>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>		
N/A		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>	Program Number: 900 Activity Number: <b>953</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Contract Maintenance Services - Other Support - ORG 9850 ONLY</b>		
<b>Performance Guideline:</b>		
This activity should be used for work performed in support of a non-maintenance org or in support of a maintenance org that is not related to roadway maintenance.		
<p>The following suffix letters should be used:</p> <ul style="list-style-type: none"> <li>A. Interviews</li> <li>C. State / Regional / District / Org / Group Meetings</li> <li>D. CMS Team Meetings (Safety, Org, etc.)</li> <li>I. Miscellaneous</li> <li>J. Procurement Meetings</li> </ul> <p>This list is not all inclusive. There may be other unclassified support which may be charged to this activity. If additional suffix letters are required, Districts must coordinate with Maintenance Management Services to avoid duplication.</p>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b>  <div style="text-align: center;">N/A</div>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>	Program Number: 900 Activity Number: <b>970</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Traffic Operations Center - Maintenance - ORG 9068 ONLY</b>		
<b>Performance Guideline:</b>		
EDP and Transportation Engineering Specialist personnel regularly assigned to the Traffic Operations Center, and paid by Central Maintenance funds, should be planned and reported under this Activity.		
<p>The following suffix letters should be used:</p> <ul style="list-style-type: none"> <li>A. UNIX Hardware</li> <li>B. UNIX Administration</li> <li>C. PC Hardware</li> <li>D. PC Administration</li> <li>E. FMS Software</li> <li>F. Telecommunications</li> <li>G. Networks</li> <li>H. Meetings</li> <li>I. Project Management</li> <li>J. Data Analysis / Research</li> <li>K. Field Work</li> <li>L. Joint Venture</li> <li>M. Documentation</li> <li>N. Procurement</li> <li>O. Other</li> <li>Q. Incident Management</li> <li>R. Support Services</li> <li>S. System Support</li> </ul> <p>This list is not all inclusive. There may be other unclassified support which may be charged to this activity. If additional suffix letters are required, Districts must coordinate with Maintenance Management Services to avoid duplication.</p>		
<b>Accomplishment - Labor Hours</b>		
<b>Notes:</b> <ol style="list-style-type: none"> <li>Training hours reported on this activity, under the "Training" column of the Daily Work Report, is limited to On-the-Job training (OJT): Training received for new software or hardware provided by vendors, consultants or ADOT Construction specific to systems that are operated and/or maintained by TOC personnel; and where such training is included in the cost of the product.</li> <li><b>All formal training received in a classroom atmosphere, is reported on Activity 605, using the appropriate suffix letter.</b></li> <li><b>Preparing or conducting training is reported on Activity 902-PC.</b></li> </ol>		



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	Program Number: 900 Activity Number: <b>9001</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>	
<b>Engineering Administration - ORG 7804 ONLY</b>	
<b>Description and Purpose:</b>	
N/A	
<b>Performance Guideline:</b>	
This activity should be used for work performed in support of Org 7804 which is related to various components of Engineering Administration.	
<b>Accomplishment - Labor Hours</b>	
<b>Notes:</b>	
N/A	

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	Program Number: 900 Activity Number: <b>9002</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>	
<b>Review Traffic Control Plans - ORG 7804 ONLY</b>	
<b>Description and Purpose:</b>	
N/A	
<b>Performance Guideline:</b>	
This activity should be used for work performed in support of Org 7804 which is related to various components of Reviewing Traffic Control Plans.	
<b>Accomplishment - Labor Hours</b>	
<b>Notes:</b>	
N/A	

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	Program Number: 900 Activity Number: <b>9003</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>	
<b>Field Review - ORG 7804 ONLY</b>	
<b>Description and Purpose:</b>	
N/A	
<b>Performance Guideline:</b>	
This activity should be used for work performed in support of Org 7804 which is related to various components of conducting Field Reviews.	
<b>Accomplishment - Labor Hours</b>	
<b>Notes:</b>	
N/A	

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9102</b> Effective Date: <b>7/1/12</b>
Activity:		
<b>Contract Pavement Leveling</b>		
Description and Purpose:		
This activity should be limited to pavement leveling performed by contract.		
Performance Guideline:		
Pavement leveling should be performed in accordance with the terms of the contract. Roadway Locations where contract is accomplished should be reported.		
Statewide Average Crew Size		Work Method
Average Crew Size:  Varies		
Equipment Options		
Code	Description	
Varies		
Material Options		
Code	Description	
Varies		
<b>Average Accomplishment - Tons</b>		
<b>Notes:</b>  1. If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported under this Activity.  2. <b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9103</b> Effective Date: <b>7/1/12</b>
Activity:		
<b>Contract On Call Concrete Repairs</b>		
Description and Purpose:		
This activity should be limited to on call concrete performed by contract.		
Performance Guideline:		
Concrete repair or replacement should be performed in accordance with the terms of the contract. Roadway Locations where contract is accomplished should be reported.		
Statewide Average Crew Size		Work Method
Average Crew Size:  Varies		
Equipment Options		
Code    Description  Varies		
Material Options		
Code    Description  Varies		
Accomplishment - Dollars		
<b>Notes:</b>  1. If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported under this Activity. 2. <b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9105</b> Effective Date: <b>7/1/12</b>				
Activity:						
<b>Contract Paving</b>						
Description and Purpose:						
This activity should include all asphaltic concrete paving performed by contract.						
Performance Guideline:						
Paving should be performed in accordance with the terms of the contract. Roadway Locations where contract is accomplished should be reported.						
Statewide Average Crew Size		Work Method				
Average Crew Size:  Varies						
Equipment Options						
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td>Varies</td> </tr> </tbody> </table>			Code	Description		Varies
Code	Description					
	Varies					
Material Options						
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td>Varies</td> </tr> </tbody> </table>		Code	Description		Varies	
Code	Description					
	Varies					
<b>Accomplishment - 12' Lane Miles</b>						
<b>Notes:</b> <ol style="list-style-type: none"> <li>If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity.</li> <li><b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b></li> </ol>						

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9106</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Contract Seal Coat, State Provides Traffic Control</b>		
<b>Description and Purpose:</b>		
This activity should be limited to seal coats, chip seals, sand seals, slurry seals and rut filling with slurry for work performed by contract when the contract specifies that traffic control should be the responsibility of the state.		
<b>Performance Guideline:</b>		
Seal coating should be performed in accordance with the terms of the contract. Roadway Locations where contract is accomplished should be reported.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
Average Crew Size:  Varies		
<b>Equipment Options</b>		
Code	Description	
Varies		
<b>Material Options</b>		
Code	Description	
Varies		
<b>Accomplishment - 12' Lane Miles</b>		
<b>Notes:</b>  1. If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity.  2. <b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9107</b> Effective Date: <b>7/1/12</b>
Activity:		
<b>Contract Seal Coat, Contractor Provides Traffic Control</b>		
Description and Purpose:		
This activity should be limited to seal coats, chip seals, sand seals, slurry seals and rut filling with slurry for work performed by contract when the contract specifies that traffic control should be the responsibility of the contractor.		
Performance Guideline:		
Seal coating should be performed in accordance with the terms of the contract. Roadway Locations where contract is accomplished should be reported.		
Statewide Average Crew Size		Work Method
Average Crew Size:  N/A		
Equipment Options		
Code	Description	
	N/A	
Material Options		
Code	Description	
	N/A	
<b>Accomplishment - 12' Lane Miles</b>		
<b>Notes:</b>  1. If incidental costs occur, such as materials, then they should be reported on this Activity. 2. <b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b>		



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9109</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Contract Flushing</b>		
<b>Description and Purpose:</b>		
This activity should be limited to flushing for work performed by contract.		
<b>Performance Guideline:</b>		
Flushing should be performed in accordance with the terms of the contract. Roadway Locations where contract is accomplished should be reported.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
Average Crew Size:  Varies		
<b>Equipment Options</b>		
Code	Description	
Varies		
<b>Material Options</b>		
Code	Description	
Varies		
<b>Accomplishment - 12' Lane Miles</b>		
<b>Notes:</b>  1. If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity. 2. <b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9111</b> Effective Date: <b>7/1/12</b>				
Activity:						
<b>Contract Pavement Milling and Replacement</b>						
Description and Purpose:						
This activity should be limited to pavement milling and replacement performed by contract.						
Performance Guideline:						
Pavement milling and replacement should be performed in accordance with the terms of the contract. Roadway Locations where contract is accomplished should be reported.						
Statewide Average Crew Size		Work Method				
Average Crew Size:  Varies						
Equipment Options						
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td>Varies</td> </tr> </tbody> </table>			Code	Description		Varies
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Material Options						
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Code	Description					
	Varies					
Accomplishment - Dollars						
<b>Notes:</b> <ol style="list-style-type: none"> <li>If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity.</li> <li><b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b></li> </ol>						

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9112</b> Effective Date: <b>7/1/12</b>
Activity:		
<b>Contract Pavement Profiling</b>		
Description and Purpose:		
This activity should be limited to pavement profiling performed by contract.		
Performance Guideline:		
Pavement profiling should be performed in accordance with the terms of the contract. Roadway Locations where contract is accomplished should be reported.		
Statewide Average Crew Size		Work Method
Average Crew Size:  Varies		
Equipment Options		
Code    Description  Varies		
Material Options		
Code    Description  Varies		
Accomplishment - Dollars		
<b>Notes:</b>  1. If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity.  2. <b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9113</b> Effective Date: <b>7/1/12</b>
Activity:		
<b>Contract Crack Filling with Asphalt-Rubber Sealant</b>		
Description and Purpose:		
This activity should be limited to crack filling with asphalt-rubber sealant performed by contract.		
Performance Guideline:		
Crack filling with rubber-asphalt sealant should be performed in accordance with the terms of the contract. Roadway Locations where contract is accomplished should be reported.		
Statewide Average Crew Size		Work Method
Average Crew Size:  Varies		
Equipment Options		
Code    Description  Varies		
Material Options		
Code    Description  Varies		
<b>Accomplishment - Dollars</b>		
<b>Notes:</b>  1. If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity.  2. <b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9114</b> Effective Date: <b>7/1/12</b>				
<b>Activity:</b>						
<b>Contract Hydro Vacuum, State Provides Traffic Control</b>						
<b>Description and Purpose:</b>						
This activity should be limited to hydrovac performed by contract.						
<b>Performance Guideline:</b>						
Hydro-Vacuum should be performed in accordance with the terms of the contract to clean drains. Roadway Locations where contract is accomplished should be reported.						
<b>Statewide Average Crew Size</b>		<b>Work Method</b>				
<b>Highway Operations Worker</b> HOT 1 / 2 / 3 / 4  Average Crew Size:   Varies						
<b>Equipment Options</b>						
<table border="1"> <tr> <td>Code</td> <td>Description</td> </tr> <tr> <td></td> <td>Varies</td> </tr> </table>			Code	Description		Varies
Code	Description					
	Varies					
<b>Material Options</b>						
<table border="1"> <tr> <td>Code</td> <td>Description</td> </tr> <tr> <td></td> <td>Varies</td> </tr> </table>		Code	Description		Varies	
Code	Description					
	Varies					
<b>Accomplishment - Dollars</b>						
<b>Notes:</b> <ol style="list-style-type: none"> <li>If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity.</li> <li><b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b></li> </ol>						

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		<b>Suffix Required</b>	Program Number: 910 Activity Number: <b>9115</b> Effective Date: <b>7/1/12</b>				
Activity:							
Contract Cable Repair							
Description and Purpose:							
This activity should be limited to cable repair performed by contract.							
Performance Guideline:							
USA, Brifen and CASS Cable repair should be performed in accordance with the terms of the contract.							
Statewide Average Crew Size		Work Method					
Average Crew Size:  Varies							
Equipment Options							
<table border="1"> <tr> <td>Code</td> <td>Description</td> </tr> <tr> <td></td> <td>Varies</td> </tr> </table>				Code	Description		Varies
Code	Description						
	Varies						
Material Options							
<table border="1"> <tr> <td>Code</td> <td>Description</td> </tr> <tr> <td></td> <td>Varies</td> </tr> </table>		Code	Description		Varies		
Code	Description						
	Varies						
Accomplishment - Months							
<b>Notes:</b> <ol style="list-style-type: none"> <li>This activity is planned as an <b>Expenditure Activity</b>. Dollar Resources are planned on the <b>Expenditure Tab</b>.</li> <li>Use the following suffixes to designate which cable system is applicable:             <ol style="list-style-type: none"> <li>USA Cable</li> <li>Brifen</li> <li>CASS</li> </ol> </li> <li><b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b></li> </ol>							

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9141</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Contract Roadside Mowing, 5 Foot Swath Miles</b>		
<b>Description and Purpose:</b>		
This activity should be limited to roadside mowing performed by contract.		
<b>Performance Guideline:</b>		
Roadside mowing should be performed in accordance with this contract. Roadway locations where contract is accomplished should be reported.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
Average Crew Size:  Varies		
<b>Equipment Options</b>		
Code	Description	
Varies		
<b>Material Options</b>		
Code	Description	
Varies		
<b>Accomplishment - Swath Miles</b>		
<b>Notes:</b> <ol style="list-style-type: none"> <li>If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity.</li> <li><b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b></li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9153</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Contract Guardrail Installation and Repair (ADOT Furnishes Material)</b>		
<b>Description and Purpose:</b>		
This activity should be limited to guardrail installation and repair performed by contract. Materials are to be furnished by ADOT.		
<b>Performance Guideline:</b>		
Guardrail repair should be performed in accordance with the terms of the contract. Roadway Locations where contract is accomplished should be reported.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
Average Crew Size:  Varies		
<b>Equipment Options</b>		
Code	Description	
Varies		
<b>Material Options</b>		
Code	Description	
Varies		
<b>Accomplishment - Panels</b>		
<b>Notes:</b> <ol style="list-style-type: none"> <li>Maintenance Orgs are to report all Materials furnished to Contractors, reported on the Materials Tab of Crew Work Report.</li> <li>If incidental costs occur, such as traffic control provided by ADOT, then they should be reported on this Activity.</li> <li><b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b></li> </ol>		



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9154</b> Effective Date: <b>7/1/12</b>				
Activity:						
<div style="text-align: center;"><b>Contract Fence Inspection and Minor Repair</b></div>						
Description and Purpose:						
This activity should be limited to inspection and minor repair of fences and gates performed by contract.						
Performance Guideline:						
Inspection and repair of fences and gates should be performed in accordance with the terms of the contract. Roadway locations where contract is accomplished should be reported.						
Statewide Average Crew Size		Work Method				
Average Crew Size:  <div style="text-align: center;">Varies</div>						
Equipment Options						
<table border="1"> <tr> <td>Code</td> <td>Description</td> </tr> <tr> <td colspan="2" style="text-align: center;">Varies</td> </tr> </table>			Code	Description	Varies	
Code	Description					
Varies						
Material Options						
<table border="1"> <tr> <td>Code</td> <td>Description</td> </tr> <tr> <td colspan="2" style="text-align: center;">Varies</td> </tr> </table>		Code	Description	Varies		
Code	Description					
Varies						
<div style="text-align: center;"><b>Accomplishment - Dollars</b></div>						
<b>Notes:</b> <ol style="list-style-type: none"> <li>If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity.</li> <li><b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b></li> </ol>						

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9155</b> Effective Date: <b>7/1/12</b>
Activity:		
<b>Contract Guardrail Installation &amp; Repair (Contractor Furnishes Material)</b>		
Description and Purpose:		
This activity should be limited to guardrail installation and repair performed by contract, with materials being furnished by the Contractor.		
Performance Guideline:		
Guardrail repair should be performed in accordance with the terms of the contract. Roadway Locations where contract is accomplished should be reported.		
Statewide Average Crew Size		Work Method
Average Crew Size:  Varies		
Equipment Options		
Code	Description	
	Varies	
Material Options		
Code	Description	
	N/A	
<b>Accomplishment - Panels</b>		
<b>Notes:</b> <ol style="list-style-type: none"> <li>Contractor will furnish any materials used on this Contract Activity.</li> <li>If incidental costs occur, such as traffic control provided by ADOT, then they should be reported on this Activity.</li> <li><b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b></li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9156</b> Effective Date: <b>7/1/12</b>
Activity:		
Contract New Fence Installation		
Description and Purpose:		
This activity should be limited to the installation of new fences and gates performed by contract.		
Performance Guideline:		
Installation of fences and gates should be performed in accordance with the terms of the contract. Roadway locations where contract is accomplished should be reported.		
Statewide Average Crew Size		Work Method
Average Crew Size:  Varies		
Equipment Options		
Code	Description	
Varies		
Material Options		
Code	Description	
Varies		
Accomplishment - Panels		
Notes:  1. If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity.  2. <b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9157</b> Effective Date: <b>7/1/12</b>
Activity:		
Contract Mechanical Sweeping		
Description and Purpose:		
This activity should be limited to all mechanical sweeping performed by contract.		
Performance Guideline:		
Mechanical sweeping should be performed in accordance with the terms of the contract. Roadway locations where contract is accomplished should be reported.		
Statewide Average Crew Size		Work Method
Average Crew Size:  Varies		
Equipment Options		
Code	Description	
Varies		
Material Options		
Code	Description	
Varies		
Accomplishment - Curb Miles		
Notes:		
1. If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity.  2. <b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9201</b> Effective Date: <b>7/1/12</b>				
<b>Activity:</b>						
<b>Contract Resident Rest Area Maintenance</b>						
<b>Description and Purpose:</b>						
This activity should be limited to those interstate rest areas which have a manager in residence at the rest area and are maintained by contract.						
<b>Performance Guideline:</b>						
Rest areas should be maintained in accordance with the terms of the contract. Roadway locations where contract is accomplished should be reported.						
<b>Statewide Average Crew Size</b>		<b>Work Method</b>				
Average Crew Size:  Varies						
<b>Equipment Options</b>						
<table border="1"> <tr> <td>Code</td> <td>Description</td> </tr> <tr> <td></td> <td>Varies</td> </tr> </table>			Code	Description		Varies
Code	Description					
	Varies					
<b>Material Options</b>						
<table border="1"> <tr> <td>Code</td> <td>Description</td> </tr> <tr> <td></td> <td>Varies</td> </tr> </table>		Code	Description		Varies	
Code	Description					
	Varies					
<b>Accomplishment - Dollars</b>						
<b>Notes:</b> <ol style="list-style-type: none"> <li><b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b></li> <li>Orgs with more than one rest area, use the following Suffix letters to designate specific rest areas, as determined by your District:           <table> <tr> <td>1st Rest Area: A</td> <td>2nd Rest Area: B</td> </tr> <tr> <td>3rd Rest Area: C</td> <td>4th Rest Area: D</td> </tr> </table> </li> <li>If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity.</li> </ol>			1st Rest Area: A	2nd Rest Area: B	3rd Rest Area: C	4th Rest Area: D
1st Rest Area: A	2nd Rest Area: B					
3rd Rest Area: C	4th Rest Area: D					

Arizona Department of Transportation		Program Number:	910
ITD - Highway Maintenance		Activity Number:	9205
Performance Guideline - PeCoS		Effective Date:	7/1/12
Activity:			
Contract Non-Resident Rest Area Maintenance			
Description and Purpose:			
This activity should be limited to those rest areas which do not have a manager in residence at the rest area and are maintained by contract.			
Performance Guideline:			
Non-resident rest area maintenance should be performed in accordance with the terms of the contract. Roadway locations where contract is accomplished should be reported.			
Statewide Average Crew Size		Work Method	
Average Crew Size:  Varies			
Equipment Options			
Code    Description  Varies			
Material Options			
Code    Description  Varies			
Accomplishment - Dollars			
Notes:			
<p>1.    <b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b></p> <p>2.    Orgs with more than one rest area, use the following Suffix letters to designate specific rest areas, as determined by your District:</p> <p>            1st Rest Area: A                      2nd Rest Area: B</p> <p>            3rd Rest Area: C                      4th Rest Area: D</p> <p>3.    If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity.</p>			

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9301</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Contract Landscape Maintenance</b>		
<b>Description and Purpose:</b>		
This activity should be limited to landscape maintenance performed by contract.		
<b>Performance Guideline:</b>		
Landscape maintenance should be performed in accordance with the terms of the contract. Roadway locations where contract is accomplished should be reported.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
Average Crew Size:  Varies		
<b>Equipment Options</b>		
Code    Description  Varies		
<b>Material Options</b>		
Code    Description  Varies		
<b>Accomplishment - Dollars</b>		
<b>Notes:</b>  1. <b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b> 2.    Landscape contract includes all landscape maintenance. 3.    If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity.		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 <b>Activity Number: 9303</b> Effective Date: 7/1/12
<b>Activity:</b>		
<b>Contract Hydroseeding</b>		
<b>Description and Purpose:</b>		
This activity should be limited to hydroseeding performed by contract.		
<b>Performance Guideline:</b>		
Hydroseeding should be performed in accordance with the terms of the contract. Roadway locations where contract is accomplished should be reported.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
Average Crew Size:  Varies		
<b>Equipment Options</b>		
Code	Description	
Varies		
<b>Material Options</b>		
Code	Description	
Varies		
<b>Accomplishment - Acres</b>		
<b>Notes:</b>  1. If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity. 2. <b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b>		



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9305</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Contract Chipping</b>		
<b>Description and Purpose:</b>		
This activity should be limited to chipping performed by contract.		
<b>Performance Guideline:</b>		
Chipping should be performed in accordance with the terms of the contract. Roadway locations where contract is accomplished should be reported.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
Average Crew Size:  Varies		
<b>Equipment Options</b>		
Code    Description  Varies		
<b>Material Options</b>		
Code    Description  Varies		
<b>Accomplishment - Acres</b>		
<b>Notes:</b>  1. If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity.  2. <b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9307</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Contract Irrigation Inspection / Repair</b>		
<b>Description and Purpose:</b>		
This activity should be limited to landscape irrigation inspection / repair performed by contract.		
<b>Performance Guideline:</b>		
Irrigation inspection / repair should be performed in accordance with the terms of the contract. Roadway locations where contract is accomplished should be reported.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
Average Crew Size:  Varies		
<b>Equipment Options</b>		
Code	Description	
	Varies	
<b>Material Options</b>		
Code	Description	
	Varies	
<b>Accomplishment - Dollars</b>		
<b>Notes:</b>  1. <b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b> 2. If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity.		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9308</b> Effective Date: <b>7/1/12</b>
Activity:		
Contract Tree Trimming / Removal or Relocating		
Description and Purpose:		
This activity should be limited to tree trimming, removal or relocating performed by contract.		
Performance Guideline:		
Tree trimming / removal should be performed in accordance with the terms of the contract. Roadway locations where contract is accomplished should be reported.		
Statewide Average Crew Size		Work Method
Average Crew Size:  Varies		
Equipment Options		
Code    Description  Varies		
Material Options		
Code    Description  Varies		
Accomplishment - Dollars		
Notes:  1. <b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b> 2.    If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity.		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9309</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Contract Tree Thinning</b>		
<b>Description and Purpose:</b>		
This activity should be limited to tree thinning performed by contract.		
<b>Performance Guideline:</b>		
Thinning should be performed in accordance with the terms of the contract. Roadway locations where contract is accomplished should be reported.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
Average Crew Size:  Varies		
<b>Equipment Options</b>		
Code    Description  Varies		
<b>Material Options</b>		
Code    Description  Varies		
<b>Accomplishment - Acres</b>		
<b>Notes:</b>  1. If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity. 2. <b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9310</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Contract Herbicide Spraying For Safety Features</b>		
<b>Description and Purpose:</b>		
This activity should be limited to herbicide spraying for safety features, such as guardrails and bullnoses.		
<b>Performance Guideline:</b>		
Herbicide spraying should be performed in accordance with the terms of the contract. Roadway locations where contract is accomplished should be reported.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
Average Crew Size:  Varies		
<b>Equipment Options</b>		
Code    Description  Varies		
<b>Material Options</b>		
Code    Description  Varies		
<b>Accomplishment - Swath Mile</b>		
<b>Notes:</b>  1. If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity. 2. <b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9311</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Contract Herbicide Spraying / Navajo Nation</b>		
<b>Description and Purpose:</b>		
This activity should be limited to herbicide spraying on the Navajo Nation.		
<b>Performance Guideline:</b>		
Herbicide spraying should be performed in accordance with the terms of the contract. Roadway locations where contract is accomplished should be reported.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
Average Crew Size:  Varies		
<b>Equipment Options</b>		
Code    Description  Varies		
<b>Material Options</b>		
Code    Description  Varies		
<b>Accomplishment - Acres</b>		
<b>Notes:</b>  1. If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity. 2. <b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9312</b> Effective Date: <b>7/1/12</b>				
<b>Activity:</b>						
<b>Contract Landscape Labor (On Call)</b>						
<b>Description and Purpose:</b>						
This activity should be limited to Landscape labor performed by contract.						
<b>Performance Guideline:</b>						
Landscape Labor should be performed in accordance with the terms of the contract.						
<b>Statewide Average Crew Size</b>		<b>Work Method</b>				
Average Crew Size:  Varies						
<b>Equipment Options</b>						
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td colspan="2">Varies</td> </tr> </tbody> </table>			Code	Description	Varies	
Code	Description					
Varies						
<b>Material Options</b>						
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td colspan="2">           Any ROADWAY MATERIAL furnished by the Org to the Landscape-On Call Labor Crew will be recorded on this activity using the appropriate Inventory Material Code.         </td> </tr> </tbody> </table>		Code	Description	Any ROADWAY MATERIAL furnished by the Org to the Landscape-On Call Labor Crew will be recorded on this activity using the appropriate Inventory Material Code.		
Code	Description					
Any ROADWAY MATERIAL furnished by the Org to the Landscape-On Call Labor Crew will be recorded on this activity using the appropriate Inventory Material Code.						
<b>Accomplishment - Contract Labor Hours</b>						
<b>Notes:</b>  <ol style="list-style-type: none"> <li><b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b></li> <li>If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity.</li> </ol>						

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9313</b> Effective Date: <b>7/1/12</b>
Activity:		
Contract Litter (On Call)		
Description and Purpose:		
This activity should be limited to Litter-On Call performed by contract.		
Performance Guideline:		
Litter-On Call should be performed in accordance with the terms of the contract.		
Statewide Average Crew Size		Work Method
Average Crew Size:  Varies		
Equipment Options		
Code    Description  Varies		
Material Options		
Code    Description  Varies		
Accomplishment - Contract Labor Hours		
Notes:  <ol style="list-style-type: none"> <li><b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b></li> <li>If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity.</li> </ol>		



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9402</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Contract Pavement Striping</b>		
<b>Description and Purpose:</b>		
This activity should be limited to pavement striping performed by contract.		
<b>Performance Guideline:</b>		
Pavement striping should be performed in accordance with the terms of the contract. Roadway locations where contract is accomplished should be reported.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
Average Crew Size:  Varies		
<b>Equipment Options</b>		
Code	Description	
Varies		
<b>Material Options</b>		
Code	Description	
Varies		
<b>Accomplishment - Dollars</b>		
<b>Notes:</b> <ol style="list-style-type: none"> <li>If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity.</li> <li><b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b></li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9409</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Contract Traffic Control</b>		
<b>Description and Purpose:</b>		
This activity should be limited to traffic control performed by contract.		
<b>Performance Guideline:</b>		
Traffic control should be performed in accordance with the terms of the contract. Roadway locations where contract is accomplished should be reported.		
<b>Statewide Average Crew Size</b>		<b>Work Method</b>
Average Crew Size:  Varies		
<b>Equipment Options</b>		
Code	Description	
Varies		
<b>Material Options</b>		
Code	Description	
Varies		
<b>Accomplishment - Dollars</b>		
<b>Notes:</b>  1. This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 910 Activity Number: <b>9500</b> Effective Date: <b>7/1/12</b>				
Activity:						
Contract Graffiti Removal						
Description and Purpose:						
This activity should be limited to graffiti removal performed by contract.						
Performance Guideline:						
Graffiti removal should be performed in accordance with the terms of the contract.						
Statewide Average Crew Size		Work Method				
Average Crew Size:  Varies						
Equipment Options						
<table border="1"> <tr> <td>Code</td> <td>Description</td> </tr> <tr> <td></td> <td>Varies</td> </tr> </table>			Code	Description		Varies
Code	Description					
	Varies					
Material Options						
<table border="1"> <tr> <td>Code</td> <td>Description</td> </tr> <tr> <td></td> <td>Varies</td> </tr> </table>		Code	Description		Varies	
Code	Description					
	Varies					
Accomplishment - Dollars						
Notes: <ol style="list-style-type: none"> <li>If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity.</li> <li><b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b></li> </ol>						

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	<b>Suffix Required</b>	Program Number: 910 Activity Number: <b>9799</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>Contract Miscellaneous Maintenance</b>		
<b>Description and Purpose:</b>		
N/A		
<b>Performance Guideline:</b>		
<p>All miscellaneous work assigned to and paid by contract. Roadway locations where contract is accomplished should be reported.</p> <ul style="list-style-type: none"> <li>A. Contract Bird Netting</li> <li>B. Contract Backsloping and/or Scaling</li> <li>C. Contract Cattle Guard</li> <li>D. Contract Booster Pump</li> <li>E. Contract Brush Removal</li> <li>EL. Contract Electrical Maintenance</li> <li>F. Contract Pump House / Pump Maintenance</li> <li>G. Contract Landscape Repair</li> <li>H. Contract Major Landscape Erosion Control &amp; Repair</li> <li>K. IGA Roadway Contracts</li> <li>L. Contract Tunnel Cleaning</li> <li>M. Contract Trash Removal from Maintenance Yard</li> <li>N. Contract Pavement Saw Cutting</li> <li>O. Contract Routine Signal &amp; Lighting Feature Painting</li> <li>R. Contract Rubber Removal</li> <li>S. Contract SRP Siphoning IGA</li> <li>T. Loop Cutting / Passive Acoustic Detection / <b>UPS Installation</b> (Traffic Signals)</li> <li>W. Contracts Due to Major Weather &amp; Disaster</li> <li>3. Contract Bee Removal</li> <li>4. Miscellaneous Contract Work (<b>COMMENTS REQUIRED</b>)</li> </ul> <p><b>RP. Contract Tunnel Repairs</b></p> <p>This list is not all inclusive. Other unclassified contracts may be charged to this activity.</p>		
<b>Material Options</b>		
Code	Description	
	Varies	
<b>Accomplishment - Dollars</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>1. <b>This activity is planned as an Expenditure Activity. Dollar Resources are planned on the Expenditure Tab.</b></li> <li>2. If incidental costs occur, such as material or traffic control provided by ADOT, then they should be reported on this Activity.</li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	Program Number: 995 Activity Number: <b>921</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>	
<b>Equipment Parts, Supplies, and Purchased Equipment</b>	
<b>Description and Purpose:</b>	
This activity should be used in reporting parts or supplies purchased by the Org without going through Equipment Services.	
<b>Performance Guideline:</b>	
<p>Report all charges for parts or supplies purchased by the Org for their equipment.</p> <p><b>DO NOT</b> report any charges billed by Equipment Services through Direct Billing</p> <p><b>REFER TO GENERAL INSTRUCTIONS FOR LIST OF OBJECT CODES FOR DISTRIBUTION</b></p>	
<b>Accomplishment - Dollars</b>	
<b>Notes:</b>	
<ol style="list-style-type: none"> <li>1. This activity is <b>planned as an Expenditure Activity</b>. Dollar Resources are planned on the <b>Expenditure Tab</b>.</li> <li>2. This activity is used only to report expenses, reporting under Expenditures. Use the Comments Tab for expenditure details, such as noting the month the expenditure represents.</li> <li>3. Expenditures are entered as a Crew Work Report.</li> </ol>	

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	Program Number: 995 Activity Number: <b>924</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>	
<b>Professional &amp; Outside Services</b>	
<b>Description and Purpose:</b>	
This activity should be used to report expenditures for services rendered by professional and outside vendors which are not related to roadway maintenance.	
<b>Performance Guideline:</b>	
<p style="text-align: center;"><b>REFER TO GENERAL INSTRUCTIONS FOR LIST OF OBJECT CODES FOR DISTRIBUTION</b></p>	
<b>Accomplishment - Dollars</b>	
<b>Notes:</b> <ol style="list-style-type: none"> <li>1. This activity is <b>planned as an Expenditure Activity</b>. Dollar Resources are planned on the <b>Expenditure Tab</b>.</li> <li>2. This activity is used only to report expenses, reporting under Expenditures. Use the Comments Tab for expenditure details, such as noting the month the expenditure represents.</li> <li>3. Expenditures are entered as a Crew Work Report.</li> <li>4. Motor Vehicle Endorsement (CDL) is reported on Expenditure <b>Activity 930</b>.</li> </ol>	

Arizona Department of Transportation ITD - Highway Maintenance	Program Number: 995 <b>Activity Number: 926</b> Effective Date: 7/1/12
<b>Performance Guideline - PeCoS</b>	
<b>Activity:</b>	
<b>Data Processing Equipment</b>	
<b>Description and Purpose:</b>	
This expenditure activity should be used in reporting expenditures for data processing equipment.	
<b>Performance Guideline:</b>	
This activity should be used to report expenditures for purchases, leasing, repairs and maintenance for P.C.'s (peripherals), and all other data processing equipment.	
<p style="text-align: center;"><b>REFER TO GENERAL INSTRUCTIONS FOR LIST OF OBJECT CODES FOR DISTRIBUTION</b></p>	
<b>Accomplishment - Dollars</b>	
<b>Notes:</b>	
1.	This activity is <b>planned as an Expenditure Activity</b> . Dollar Resources are planned on the <b>Expenditure Tab</b> .
2.	This activity is used only to report expenses, reporting under Expenditures. Use the Comments Tab for expenditure details, such as noting the month the expenditure represents.
3.	Expenditures are entered as a Crew Work Report.

Arizona Department of Transportation	Program Number: 995
ITD - Highway Maintenance	Activity Number: <b>927</b>
<b>Performance Guideline - PeCoS</b>	Effective Date: <b>7/1/12</b>
<b>Activity:</b>	
<b>Utilities (Not Highways)</b>	
<b>Description and Purpose:</b>	
This expenditure activity should be used in reporting Expenditures for utility charges which are not related to the roadway.	
<b>Performance Guideline:</b>	
<p style="text-align: center;">REFER TO GENERAL INSTRUCTIONS FOR LIST OF OBJECT CODES FOR DISTRIBUTION</p>	
<b>Accomplishment - Dollars</b>	
<b>Notes:</b> <ol style="list-style-type: none"> <li>1. This activity is <b>planned as an Expenditure Activity</b>. Dollar Resources are planned on the <b>Expenditure Tab</b>.</li> <li>2. This activity is used only to report expenses, reporting under Expenditures. Use the Comments Tab for expenditure details, such as noting the month the expenditure represents.</li> <li>3. Expenditures are entered as a Crew Work Report.</li> <li>4. <b>Report all Roadway and Rest Area Utilities on Activity 220</b></li> </ol>	



Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	Program Number: 995 Activity Number: <b>928</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>	
<b>Travel</b>	
<b>Description and Purpose:</b>	
This expenditure activity should be used in reporting expenditures for travel.	
<b>Performance Guideline:</b>	
<p style="text-align: center;"><b>REFER TO GENERAL INSTRUCTIONS FOR LIST OF OBJECT CODES FOR DISTRIBUTION</b></p> <p>Entering one monthly total for all travel in your Org is permissible. Check with your District and/or Region's preference for travel expenditure reporting.</p>	
<b>Accomplishment - Dollars</b>	
<b>Notes:</b>	
<ol style="list-style-type: none"> <li>This activity is <b>planned as an Expenditure Activity</b>. Dollar Resources are planned on the <b>Expenditure Tab</b>.</li> <li>This activity is used only to report expenses, reporting under Expenditures. Use the Comments Tab for expenditure details, such as noting the month the expenditure represents.</li> <li>Expenditures are entered as a Crew Work Report.</li> </ol>	

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>		Program Number: 995 Activity Number: <b>929</b> Effective Date: <b>7/1/12</b>
Activity:		
Office Supplies		
Description and Purpose:		
This expenditure activity should be used in reporting OOE expenditures for office supplies.		
Performance Guideline:		
<p>Items received from the office supply vendors are to be reported on this expenditure activity.</p> <p>Absolutely no roadway materials are to be reported under this expenditure activity.</p> <p>Roadway materials are to be entered in <b>Inventory Management ONLY</b>.</p>		
Accomplishment - Dollars		
Notes:		
<ol style="list-style-type: none"> <li>1. This activity is <b>planned as an Expenditure Activity</b>. Dollar Resources are planned on the <b>Expenditure Tab</b>.</li> <li>2. This activity is used only to report expenses, reporting under Expenditures. Use the Comments Tab for expenditure details, such as noting the month the expenditure represents.</li> <li>3. Expenditures are entered as a Crew Work Report.</li> </ol>		

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	Program Number: 995 Activity Number: <b>930</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>	
<b>Other OOE</b>	
<b>Description and Purpose:</b>	
This expenditure activity should be used in reporting OOE expenditures that cannot reasonably be reported under all other Program 995 Expenditure Activities.	
<b>Performance Guideline:</b>	
<p><b>REFER TO GENERAL INSTRUCTIONS FOR LIST OF OBJECT CODES FOR DISTRIBUTION</b></p>	
<b>Accomplishment - Dollars</b>	
<b>Notes:</b>	
<ol style="list-style-type: none"> <li>1. This activity is <b>planned as an Expenditure Activity</b>. Dollar Resources are planned on the <b>Expenditure Tab</b>.</li> <li>2. This activity is used only to report expenses, reporting under Expenditures. Use the Comments Tab for expenditure details, such as noting the month the expenditure represents.</li> <li>3. Expenditures are entered as a Crew Work Report.</li> </ol>	

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	Program Number: 995 Activity Number: <b>931</b> Effective Date: <b>7/1/12</b>
Activity:	
<b>Miscellaneous Payouts</b>	
Description and Purpose:	
This activity should be used in reporting service separation payouts.	
Performance Guideline:	
<b>REFER TO GENERAL INSTRUCTIONS FOR LIST OF OBJECT CODES FOR DISTRIBUTION</b>	
<b>Accomplishment - Dollars</b>	
Notes:	
<ol style="list-style-type: none"><li>1. This activity is <b>planned as an Expenditure Activity</b>. Dollar Resources are planned on the <b>Expenditure Tab</b>.</li><li>2. This activity is used only to report Personnel expenses, reporting under Expenditures. Use the Comments Tab for expenditure details, such as noting the month the expenditure represents.</li><li>3. Expenditures are entered as a Crew Work Report.</li></ol>	

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	Program Number: 995 Activity Number: <b>933</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>	
<b>Other Operating Roadway Materials</b>	
<b>Description and Purpose:</b>	
This activity should be used to report all other operating roadway materials that do not have a materials code. This will be a distributed activity.	
<b>Performance Guideline:</b>	
<p>All other operating roadway materials that do not have a materials code and are used more than once.</p> <p><b>REFER TO GENERAL INSTRUCTIONS FOR LIST OF OBJECT CODES FOR DISTRIBUTION</b></p>	
<b>Accomplishment - Dollars</b>	
<b>Notes:</b>	
<ol style="list-style-type: none"> <li>1. This activity is <b>planned as an Expenditure Activity</b>. Dollar Resources are planned on the <b>Expenditure Tab</b>.</li> <li>2. This activity is used only to report expenses, reporting under Expenditures. Use the Comments Tab for expenditure details, such as noting the month the expenditure represents.</li> <li>3. Expenditures are entered as a Crew Work Report.</li> </ol>	

Arizona Department of Transportation ITD - Highway Maintenance <b>Performance Guideline - PeCoS</b>	SYSTEM GENERATED	Program Number: 995 Activity Number: <b>9850</b> Effective Date: <b>7/1/12</b>
<b>Activity:</b>		
<b>UNDISTRIBUTABLE ADVANTAGE POSTINGS</b>		
<b>Description and Purpose:</b>		
During the EMS and HRIS distributions, certain Advantage Postings will not be <b>distributable</b> . When this happens, the processes will automatically distribute to this activity the Undistributable amounts.		
<b>Performance Guideline:</b>		
N/A		
<b>Accomplishment - Dollars</b>		
<b>Notes:</b>		
N/A		